

June 7, 2018

RIVERVIEW SCHOOL DISTRICT

POSTING

SPECIAL EDUCATION TEACHER

There is an opening for a Special Education teacher presently at the Jr/Sr High School in the Life Skills Program. Please send letter of interest to: Dr. Christina Monroe, 701 Tenth Street, Oakmont, Pa., 15139, no later than June 21, 2018. See attached job description.

RIVERVIEW SCHOOL DISTRICT

SPECIAL EDUCATION TEACHER JOB DESCRIPTION

TITLE: SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution and State Certificate to practice as a grade K-12 teacher.
2. Understanding of computer operations with a demonstrated skill in using technology
3. Strong interpersonal skills for both internal and external communications
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Experience associated with activities related to the essential functions noted in this job description
7. The above qualifications are required of any successful candidate. However, the Board/District shall have the discretion, but is not required, to consider any other experience with the Board/District, in its discretion, determines to be comparable or of a similar nature, and in the absence of a candidate possessing all required qualifications, may, but shall not be required to, award the position based upon comparable/similar experience.

REPORTS TO: Directly to Principal and/or Assistant Principal and Director of Special Education/Customized Services

GOAL: The teacher is responsible for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

ESSENTIAL FUNCTIONS:

1. Maintains and utilizes leadership qualities that include maturity, professionalism, discipline, encouragement, respect, and understanding of the needs of children and a student-focused philosophy.
2. Model competence in content, instruction and pedagogy.
3. Monitor individual student needs using quantitative and qualitative assessment tools.
4. Collect, analyze, and respond to student data to provide effective instruction that meets the needs of individual students.

5. Plan, prepare, and deliver lessons and instructional materials that facilitate active learning.
6. Develop, implement, and monitor IEP's.
7. Accurately complete all required paperwork within the designated timelines.
8. Cooperate with Federal, State, and Local Agency Personnel during Special Education and other Compliance Monitoring and/or dispute resolution activities.
9. Provide differentiated instruction based on the student's individual level of functioning and preferred learning modalities.
10. Assist/collaborate with regular education teachers, support personnel, and administrators to ensure compliance with IEP's and ensure student progress.
11. Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing student and classroom goals
12. Monitor students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) by establishing and enforcing rules and procedures for the purpose of providing a safe and positive learning environment.
13. Direct paraprofessionals, student teachers, instructional assistants, and/or volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
14. Use relevant technology to support and differentiate instruction.
15. Participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
16. Serve as a consultant to teachers within his/her department and principal's district wide.
17. Prepare a variety of written materials (e.g. grades, lesson plans, correspondence with parents and students, assessments, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
18. Comply with all federal, state, and local regulation, policies, and procedures.
19. Coordinates with school counselors concerning student needs, transition events, and student recognition initiatives.
20. Follow board polices and administrative rules and regulations.
21. Other duties as necessary.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands

Sitting at desk for extended periods
 Standing for limited periods of time
 Frequent bending, stooping, twisting, reaching, grasping
 Light lifting – up to 25 pounds
 Frequent carrying – up to 25 pounds
 Manual dexterity to use office equipment
 Repetitive movement of fingers and hands for keyboarding
 Requires physical endurance

Sensory Abilities	<p>Visual acuity to read correspondence, computer screen</p> <p>Auditory acuity to be able to use telephone and greet visitors and employees</p> <p>Ability to speak clearly and distinctly</p>
Work Environment	<p>Includes indoor and outdoor responsibilities</p> <p>The noise level in the work environment varies on a daily basis based on circumstances presented</p>
Temperament	<p>Ability to work as a member of a team</p> <p>Must be cooperative, congenial and service-oriented</p> <p>Ability to work in a multi-tasking environment with frequent interruptions</p>
Cognitive Ability	<p>Ability to follow written and verbal directions</p> <p>Ability to complete assigned tasks with minimal supervision</p> <p>Ability to read and write</p> <p>Ability to work independently and make work-related decisions</p> <p>Ability to exercise good judgment in prioritizing tasks</p> <p>Ability to communicate effectively</p>
Specific Skills	<p>Ability to operate office equipment</p> <p>Ability to use computer technology efficiently and effectively</p> <p>Must possess proficient data entry skills</p> <p>Must possess proficient math and accounting skills</p>
Comments	<p>Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning</p>

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Teacher workdays, and any additional days, as established by the Collective Bargaining Agreement (CBA) between the Riverview Education Association and the Riverview School District.

Salary and work year to be according to the current Collective Bargaining Agreement (CBA).

Work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ *Date* _____

Supervisor's Signature _____ *Date* _____