

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Substitute Special Education Teacher                      **DATE:** May 21, 2003

**REPORTS TO:** Supervisor of Special Education or Principal - Frew Mill School                      **APPROVED BY:** Board of Directors

**JOB SUMMARY:** Assist, as a member of a professional team, in providing each student with the individually-tailored help, counsel, and learning experience he/she needs to make progress toward educational goals established with his/her limitations in mind in the absence of the regular teacher.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reports to the Principal in district schools/Supervisor upon arrival at the school or Center at least 15 minutes before the official starting time for students in order to locate information about keys, room location, type of class, class roster, school routine, bus schedule, etc.
2. Review with the Principal/Supervisor or team leader and teaching assistant all plans and schedules to be followed for the teaching day.
3. Assumes responsibility for overseeing students' daily program in class, lunch period and recess intervals.
4. Maintains a log of activities completed during the day and leaves it for the regular teacher.
5. Other duties may include all or some of the following:
  - Make as few changes in routine as possible
  - Teach all children
  - Provide extra help for slow children
  - Confer with staff members
  - Follow school routines: cafeteria, fire drills, bus loading/unloading, nurse service, auditorium routine, how to call custodian
  - Learn students' names
  - Keep a lesson plan and seating chart
  - Use of library, requesting AV materials
  - Special dismissal techniques
  - Student passes
  - Check attendance
6. Other duties may include all or some of the following:
  - Be a good housekeeper
  - Report accidents, discipline problems of a more serious nature to the office
  - Sign out daily, lock door upon leaving and return key to office

**QUALIFICATIONS:** Bachelor degree in Special Education, Hearing, Vision  
Pennsylvania teacher's certification necessary

Personal flexibility enabling adjustment to varied teaching styles and methodologies  
On-call, as-needed, availability  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a State and Federal criminal history report  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Some stooping, bending and twisting of the body required  
Ability to lift and/or assist in lifting students of ages ranging from 3-21 and their assistive equipment or devices up to 50 lbs.  
Ability to lift and/or carry supplies and/or papers weighing no more than 40 lbs.  
Ability to stand, walk, or move throughout the classroom for extended periods of time

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Typical classroom environment  
Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills  
Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess computer skills  
Ability to operate various school/office equipment

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*