



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: SPECIAL EDUCATION TEACHER

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**Title:** Special Education Teacher (Full-Time)

**FLSA:** Exempt

**Reports To:** TLC's Chief Schools Officer

**Summary:** The Special education teachers work with students who have a wide range of socioemotional and mental health needs and/or learning disabilities. The certified Special Education Teacher develops and provides specialized instruction to meet the unique needs of students, evaluates and assess student progress against instructional objectives, and follows PA mandated due process procedures and functions as IEP Manager to assigned students.

**Responsibilities:** STUDENT SERVICES

- Work with students in grades 7-12 who have a wide variety of socioemotional and mental health needs and/or learning disabilities
- Assess students' skills to determine their needs and to develop teaching plans
- Plan, organize, and assign activities that are specific to each student's abilities
- Teach and mentor students as a class, in small groups, and one-on-one
- Assess student progress and determine the need for additional reinforcement or adjustments to instructional techniques
- Establish and maintain student control and discipline in the classroom, school premises or during school activities
- Employ and implement a classroom structure to encourage student responsibility, cooperation and mutual respect consistent with school policies and procedures
- Provide consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students

IEP MANAGEMENT

- Develop and implement Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals
- Implement IEPs, assess students' performance, and track their progress
- Update IEPs throughout the school year to reflect students' progress and goals
- Discuss student's progress with parents, teachers, counselors, and administrators
- Employ various teaching techniques, methods and principles of learning to enable students to meet their IEP goals
- Provide research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP
- Coordinate the delivery of special education services in each student's IEP

#### OTHER DUTIES

- Supervise and mentor other teachers who work with special education students
- Collaborate with teachers, counselors, and social workers to accommodate students' needs
- Meet with parents, school administrators, and counselors to discuss updates and changes to the IEPs
- Schedule team meetings and work cooperatively with child study team members and others to develop instructional goals and strategies
- Collaborate and consult with educational professionals and community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students
- Complete all district and state reporting requirements
- Perform other comparable duties of a like or similar nature apparent or as assigned

- Required Skills:**
- Leadership and soft skills:
    - Excellent communication and relationship building skills
    - Ability to work effectively on a multi-treatment team
  - Technical skills:
    - Proficient in special education methods and best practices
    - Knowledge and experience with IEP software

- Education:**
- Education: Minimum B.A./B.S. degree in teaching from an accredited institution in the appropriate special education area
  - Current PA teaching certificate with Special Education designation

- Work Environment:**
- Small alternative, open-space school setting (grades 7-12)

- Work Hours:**
- This is a full-time, 40 hours per week, 43-week position

- Travel:**
- Some travel homes and community settings within the Norristown Area School District as needed

- EEO Statement:**
- TLC does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.

- Other Duties:**
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.