

Position: Special Education Teacher

Reports to: Director of Special Education

Description: Successful teachers at Pennsylvania Distance Learning Charter School are those who can think outside the box and thrive on change and challenges. This position requires the ability to motivate students in a distance learning environment and the willingness to be flexible. The Special Education Teacher is a highly qualified teacher responsible for implementing programming according to individual student IEP guidelines. This teacher works in partnership with parents, students and regular education teachers in order to promote student progress toward individual student goals.

Key Responsibilities:

- Possess curriculum development knowledge and skills for grades and content areas assigned
- Collaborate with regular education teachers and related services providers to monitor student progress and compliance
- Complete students' IEP paperwork as required meeting the required deadlines
- Progress monitoring for all student goals
- Make data-driven instructional decisions to improve student outcomes
- Travels for administration of standardized testing, field trip supervision, and other school related business
- Complete other duties as assigned by administration

Problem Solving/Analysis:

When dealing with students, families and colleagues, utilize effective and appropriate communication skills by collaborating with administration and staff members in order to take the best course of action. Use discretion and uphold confidentiality when discussing and reviewing situations that may need additional guidance. Determine, plan and execute the most viable strategy for a successful outcome.

Education Level:

- Bachelor's degree
- Pennsylvania teacher certificate in Special Education

Experience:

- On-line teaching experiences, highly preferred
- Demonstrated experience with specific content areas.

Skills and Abilities:

- Effective use of interpersonal and communication skills, including tact and diplomacy
- Knowledge of the special education process including recognition of documentation, timelines and compliance monitoring.
- Knowledge of instruction and learning as it relates to disabilities, standards based IEP goals
- Knowledge of public cyber-charter school environments.
- Ability to learn new technology tools quickly
- Effective use of organizational and planning skills
- Maintain confidentiality of work related information and materials
- Ability to prioritize short and long-term projects

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