#### MIDWESTERN INTERMEDIATE UNIT IV

TITLE:	Substitute Special	DATE:	May 21, 2003
	Education Teacher	REVISED:	August 13, 2014
REPORTS TO:	Supervisor of Special Education or Principal	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. Follow sign-in/sign-out procedures upon arrival/departure at the school or center. Arrive 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 paraprofessional all plans and schedules to be followed for the teaching day.
- 3. Assume responsibility for overseeing students' daily schedule.
- 4. Maintain 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 and engage all 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
  - Follow lesson plan, Behavior Plan, Individualized Education Program (IEP)and/or specialized plan and seating chart
  - Use of library
  - Follow dismissal protocol
  - Check attendance
- 6. Other duties may include all or some of the following:
  - Maintain a safe, clean and orderly classroom environment conducive to learning. Disinfect student supplies, desks, tables, etc., on a daily basis
  - Report accidents, discipline problems of a more serious nature to the office
  - Sign out daily, lock door upon leaving and return key to office
  - Assist with student personal hygiene, toileting or diapering
  - Perform other duties as assigned by the Supervisor

### QUALIFICATIONS:

- Pennsylvania Special Education Certification **OR** Pennsylvania Department of Education Emergency Permit required
- Personal flexibility enabling adjustment to varied teaching styles and methodologies
- On-call, as-needed, availability
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors 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 50 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

• Must appropriately handle confidential information

(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.)