

16. Facilitate effective communication with parents regarding all aspects of their child's programs.
17. Provide or facilitate personal transportation assistance for students as dictated by the Individualized Education Program (IEP) and authorized by the parent/guardian.
18. Perform other duties as assigned by the Director of Special Education.

QUALIFICATIONS:

- Five (5) years experience of teaching in special education or in a related field required
- Master's degree in special education or related field is required
- Supervisory certificate or administrative certificate required
- Knowledge of special education law, disabilities, programmatic needs of students and current trends and techniques in the field is required
- 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, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment
- Ability to perform all aspects of Safety Mechanics

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office/classroom environment
- Subject to inside and outside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- 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 leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must possess active listening skills
- Must possess conflict mediation skills
- 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.)

