

Teacher – Special Education

Position Summary:

The **Teacher** is a key member of the education team that supports the mission and values of the Wyoming Valley Children's Association and early childhood education. The teacher utilizes early learning, Keystone Stars and other applicable federal, state and local standards to provide a developmentally appropriate schedule, activities and classroom environment for a special education classroom. The Teacher will coordinate the activities of the classroom staff - assistant and/or the aide and work with families to engage them in their child's program.

Education and Experience Required:

- ***Bachelor's Degree (Required) or Master's degree in Special Education or Early Childhood Education (preferred)***
- ***Pennsylvania Department of Education (PDE) Early Childhood Education (ECE) certification PK-4 or K-6, Special Education Certification PK-8 or N-12 (Required).***
- Experience in providing direct services to preschooler/Kindergarten children preferred
- Knowledge of and/or experience implementing the Keystone Star 4 and other applicable federal, state, and local standards in an inclusive setting preferred
- Ability to effectively communicate to internal and external staff
- Experience with technology as related to early intervention services and data collection preferred
- Effective written and oral communication skills
- Demonstrated experience with Microsoft Office applications, including Outlook, Word, Excel
- Demonstrated ability to work effectively as part of a team

Roles & Responsibilities:

- Provides direct classroom instruction to preschoolers in accordance with the child's IEP and WVCA's established Creative curriculum and PBIS
- The teacher will maintain the integrity of the organization by demonstrating a positive attitude and always maintaining the strictest level of confidentiality and privacy of all families.
- Build a positive classroom community to ease classroom management, improve student attitude toward learning, and create an environment where students feel welcomed and supported

- Establish effective school-to-home and home-to-school communications to involve parents and families in their students' education.
- Provides oversight, direction and support to all classroom assistants and aides
- Completes Work Sampling Assessments, Battelle II Screenings, required screenings for transitions, Progress Monitoring, parent meetings, etc.
- Develops and implements lesson plans, Individualized Education Programs (IEPs) and maintains individual child documentation
- Demonstrates flexibility in addressing daily situations involving children, classroom staff, building staff, and parents
- Works with parents, supervisor, lead agency and related staff to address individual children's goals
- Attends trainings, informal and formal meetings, as needed
- Utilizes agency established self-assessment protocol as a strategy for professional growth
- Perform other duties as assigned
- The teacher is responsible for safety and the well-being of every child. No child is ever to be left unattended

The information above is not comprehensive of all duties/responsibilities performed by this position. This job description is not an employment agreement or contract. The Executive Director and Board of Directors have the exclusive right to alter this job description at any time without notice.