

COLONIAL INTERMEDIATE UNIT 20

JOB DESCRIPTION

AND

STANDARDS OF PERFORMANCE

MASTER TEACHER

THERAPEUTIC EMOTIONAL SUPPORT PROGRAM
AND ALTERNATIVE EDUCATION PROGRAMS

2011-2012

July 1, 2011

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, Pennsylvania 18045-7899

POSITION DESCRIPTION

- TITLE:** Master Teacher/Educational Support Teacher for Emotional Support and Alternative Education Classrooms
- QUALIFICATIONS:** Valid Pennsylvania Level II Special Education Certificate
Minimum of five years of experience in a Special Education classroom
TACT 2 Trainer
Interest in program development and expanding program goals
Ability to present at staff meetings and retrain
Be a team player and a role model for students and staff
Knowledge of Microsoft Office-Excel
- REPORTS TO:** Supervisor of Special Education
- LOCATION:** All Programs located in the Easton, Pleasant Valley, East Stroudsburg, Colonial Academy, and Stroudsburg
- JOB GOAL:** To provide professional support for teachers assigned to Emotional Support classrooms in the Easton, Pleasant Valley, East Stroudsburg, Stroudsburg Colonial Academy, and Alternative Education classrooms at Monroe County Corrections Facility and Northampton County Juvenile Detention Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. To monitor instructional site teachers on content and timelines to comply with state Individualized Education Program
2. To assist the classroom teachers with the district and IU curriculum goals and objectives, individual needs, interests, and assessments of the students.
3. To assist classroom teachers with networking skills and acquiring district materials to enhance student learning.
4. To review written evidence that preparation was followed as designed by assigned classroom teacher. For example; Lesson Plans, Individualized Education Program
5. To establish, maintain, and implement standards of classroom management that support instruction.
6. To model appropriate techniques to communicate and work cooperatively with parents regarding needs and progress.
7. To identify students at risk and seek appropriate support and involvement of resource personnel to enhance instruction and student welfare.
8. To monitor accurate and complete records as required by law, district policy, and administrative directives and regulations. For example; Lesson Plans, Individualized Education Program, Positive Behavior Support Plan, Functional Behavioral Assessment
9. To communicate and work cooperatively with staff regarding student needs and progress.

10. To assist in an environment that is conducive to learning and appropriate to maturity and interests of the students.
11. To work in collaborative professional teams.
12. To contribute towards development and maintenance of an environment which is non-threatening, safe, nurturing, and where the students feel respected, accepted, and welcomed.
13. To use TACT-2 de-escalation and safety techniques for training all staff annually.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. To report to the Colonial Intermediate Unit 20 office when not assigned to any particular class site.
2. To satisfactorily complete other assignments as assigned by the Supervisor of Special Education.
3. To attend staff meetings and serve on staff committees as required.
4. To assume responsibility for materials and equipment and facilities.
5. To respond positively to supervision and suggestions for improvement.
6. To maintain a portfolio of classroom intervention and have available to supervision on a need basis.
7. To share and instruct knowledgeable instructional techniques that assist in lesson presentation and behavior management.
8. To create/execute trainings for Progress Monitoring and Testing for small groups of staff when directed by Program Supervisor
9. To attend conferences/ workshops/ seminars to remain educated on updated and new information that can be disseminated to staff during regularly scheduled trainings.

This job description in no way states or implies that these are the only duties to be performed by the employe occupying this position. Employes will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Term of Employment:

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employe request.

7/1/06

Rev. 6/27/11