

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 23, 2009

SUBJECT: Job Descriptions

CATEGORY: Operations: Policy: Information: Personnel: **X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Job descriptions have been created for staff for the Transition Program. Attached are job descriptions for Transition Program Paraprofessional and Transition/Occupational Skills Special Education Teacher.

RECOMMENDATION:

Motion to approve the attached job descriptions for the Transition Program Paraprofessional and Transition/Occupational Skills Special Education Teacher.

**Erie County Technical School
Job Qualifications**

TITLE: Transition/Occupational Skills Special Education Teacher
REPORTS TO: Principal

REQUIREMENTS:

1. PA Certified in Special Education and Highly Qualified in Reading or Math and other areas
2. Bachelor Degree in Education
3. Prior teaching experience or work experience with Learning Support or Life Skills Students preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB STATEMENT:

The transition program teacher develops in each student an awareness and understanding coupled with the basic skills and knowledge applicable to specific occupations in the business or public sector and instill safe working habits, the importance of continued education and the assets of reliability, competence, loyalty, and dependability.

PERFORMANCE RESPONSIBILITIES:

1. Teaches occupational skills and knowledge to provide pupils with the competence to be an economic asset to the employer.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law, administrative regulations, and procedures of the employer.
3. Develops lesson plans and organizes class time so that preparation, instruction, Transition Center work, and clean-up activities can be accomplished within the allotted time.
4. Demonstrates occupational materials, equipment, tools, and processes using standard or teacher-prepared models, mock-ups, sketches, and other instructional aides.
5. Guides pupils in selection and performance of appropriate activities.
6. Provides individual and group instruction appropriate to the needs of the pupil(s) and the requirements of the activities to be performed.
7. Instructs pupils in the appropriate safety precautions and the safe operation and use of tools, machinery, and equipment.
8. Controls the storage, maintenance, and use of materials and property to prevent loss or abuse.
9. Establishes and maintains standards of pupil conduct to provide an orderly, safe, and productive environment in an activity-type classroom with some potential hazards.
10. Maintains contacts with the business community to keep informed of new innovations and job requirements that must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
11. Communicates with school districts, parents, and school counselors on individual pupil progress relative to IEP goals.
12. Identifies pupil needs and cooperates with other professionals in assessing and helping pupils solve health, attitude, and learning problems.
13. Participates in the planning the continuing of formal education and assistance to pupils in seeking employment on full or part-time basis.
14. Supervises pupils in classroom and out of classroom activities during the assigned working day.
15. Participates in curriculum and other developmental programs. Attends and works with the local transition skills center advisory committee in the development and implementation of specific vocational education programs.
16. Coordinates schedules and training with participating school districts.
17. Assists all districts in follow-up studies and evaluations of programs and graduates.

18. Evaluates each pupil's performance, knowledge, and skills in course being taught.
19. Selects and requisitions books, instructional aides, equipment, tools, materials, supplies, and parts as required, working under established budget and procedures.
20. Must maintain current certification in CPR and First Aid.

Bargaining Unit Classification:

Professional Employee-Teacher Contract

Terms of Employment:

185 days

I have reviewed the above job description and analysis and understand the requirements of the position
_____ (Initials)

Employee

Date

CREATION DATE: April 2009

ERIE COUNTY TECHNICAL SCHOOL
Job Qualifications

TITLE: Transition Program Paraprofessional
REPORTS TO: Supervisor of Instructional Support Services--Literacy
RESPONSIBILITIES TO: Special Education Teacher
CREATION DATE: April 2009

REQUIRMENTS:

1. 2 year post-secondary equivalency (48 credits) or Special Education Paraprofessional Credential of Competency
2. High School diploma or equivalent is necessary
3. Basic reading, math, and phonics skills are necessary
4. Must possess communication skills, organization skills and the ability to work with students
5. Current Pennsylvania Criminal History Report (Act 34), Pennsylvania Child Abuse History Clearance (Act 151) and Federal Criminal History Reports (Act 114)
6. Must maintain current certification in CPR, First Aid, and CPI

TALENTS:

This position requires the employee to have the ability work as a member of a team. The individual must be courteous, cooperative, congenial, service oriented and promote these qualities in the building. In addition, the employee must be able to work with frequent interruptions.

JOB STATEMENT:

The paraprofessional assist the teacher with activities related to the delivery of instruction, supervision, and physical care of students and carries out assignments and activities delegated by the teacher.

PERFORMANCE RESPONSIBILITIES:

1. Take attendance of students and maintain student files.
2. Carry out assignments given by the teacher.
3. Assist students with technology as needed.
4. Assist students with physical care, as needed.
5. Report behavior problems or learning concerns to lead teacher and follow behavior plan as directed.
6. Communicate with parents as directed.
7. Observe students and maintain anecdotal records.
8. Maintain flow of instruction by assisting students with questions and seat work.
9. Complete various clerical duties such as preparing for study labs, copying tests and worksheets, etc.
10. Type worksheets and adapted tests as needed
11. Assist in maintaining classroom discipline.
12. Collect progress report information and help students that need further assistance.
13. Read tests orally as needed, grade papers, create study cards and study guides, etc.
14. Perform other duties as assigned by the Special Education Teacher.

BARGAINING UNIT CLASSIFICATION: S.A.A.-2 – Classified Contract

TERMS OF EMPLOYMENT: Less than 25 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials)

Employee

Date