

**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