



## JOB DESCRIPTION

### **Program for Students with Exceptionalities (PSE) Teacher**

**TITLE:** PSE Teacher

**REPORTS TO:** Principal / Chief Academic Officer

**JOB FUNCTION:** The PSE Teacher will provide instruction and case management to Urban Academy students with exceptional needs.

#### **DUTIES and RESPONSIBILITIES**

- Maintain knowledge of current Special Education regulations and best practices
- Support classroom teachers and administrators in the implementation of appropriate strategies to meet the needs of students with IEPs
- Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during PSE service time
- • Analyze assessment results to drive instruction and IEP development
- Develop and assist with appropriate behavior management techniques for students with special needs
- Coordinate progress report completion in accordance with district guidelines
- Develop IEPs in accordance with federal, state, and school standards
- Create and maintain PSE documentation as required by federal, state, and school regulations
- Manage IEPs
- Ensure IEP timeline compliance of assigned caseload
- Administer formal academic assessments
- Analyze and report on results of academic assessments
- Write academic reports for initial and triennial IEPs
- Schedule and facilitate IEP meetings in a collaborative and professional manner
- Provide direct services to students with special needs, as needed and assigned by the Coordinator and Administration
- Develop positive relationships with parents and families in order to engage them in the IEP process and keep them apprised of student progress
- Undertake other duties, projects, and assignments as directed by the Principal and Chief Academic Officer (CAO) or their designee.

#### **QUALIFICATIONS & DESIRED CHARACTERISTICS**

- Demonstrated success teaching students from educationally underserved areas.
- Knowledge of computer-based IEP programs Possession of Special Education certification
- Excellent organizational, planning, and implementation skills
- Ability to manage the ambiguity and multiple priorities inherent in an educational environment
- • Relentlessly results-oriented
- Ability to communicate and interact effectively with multiple constituencies
- Excellent written, communication, and presentation skills
- High proficiency in Microsoft Excel, PowerPoint, and Word
- Initiative, leadership, and tenacity

- Ability to stay positive through challenges
- Detail-oriented team player willing to roll up their sleeves and get the job done
- Unquestioned integrity and commitment to the Urban Academy mission

### **EDUCATION and EXPERIENCE**

In order to work as a PSE teacher, an individual must possess a Bachelor's Degree from an accredited institution of higher learning and appropriate, with valid Pennsylvania credentials for Special Education instruction. Two years of successful, full-time teaching experience in Special Education preferred

### **URBAN ACADEMY STATEMENT**

Urban Academy will be a POWER model for African American primary education and the unprecedented combination of academic excellence, cultural energy, and broad educational access.

### **SALARY**

Salary starts at \$48,000 annually and may vary based on experience.