



# PROGRAM FOR STUDENTS WITH EXCEPTIONALITIES (PSE) TEACHER

The Urban Academy of Greater Pittsburgh

**TITLE:** Program For Students With Exceptionalities (PSE) Teacher

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

**JOB FUNCTION:** A Program For Students With Exceptionalities (PSE) Teacher will deliver specialized instruction, implement individualized educational programs, and provide comprehensive case management services to Urban Academy students with exceptional needs, ensuring equitable access to learning and fostering their academic, social, and emotional growth.

## **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.

## **KNOWLEDGE, SKILLS, and ABILITIES**

- 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**

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 model for Urban education and provide a strategic combination of academic excellence, cultural relevance, and broad educational access.

**SALARY**

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