

Holy Family Institute Special Education Teacher HFI Specialized Learning

Locations: HFI Specialized Learning

Reports to: Principal

Hours: 7:00 a.m. to 3:00 p.m. Monday – Friday, (9-Month Position).

General Statement of Duties: The Special Education Teacher develops and implements student Individual Education Plans and lesson plans that meet the individual objectives of Special Education Students.

Essential Functions:

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Manages crisis situations through utilization of skills learned in agency-approved training.
3. Develops and implements comprehensive Individual Education Plans.
4. Formulates and administers daily lesson plans that are creative, and actively involve students in the learning process.
5. Demonstrates knowledge of subject matter.
6. Adapts Individual Education plans as needed.
7. Evaluates student progress and provides meaningful feedback and positive reinforcement.
8. Maintains a positive working relationship with parents and fellow staff.
9. Clearly defines classroom rules, and implements behavior contracts when necessary.
10. Provides direction to the Classroom Behavior Intervention Specialist.
11. Completes required documentation in keeping with agency standards.
12. Develops skills to enhance job performance.

Minimum Qualifications:

Candidate must have a degree in Special Education. **PA Certification in Special Education is required and a secondary certification is preferred**, a valid PA driver's license and current Act 33/34, FBI clearances are required also. Additionally, candidate must be physically capable of managing client behavior. EOE

Please visit www.hfi-pgh.org/careers to complete the online application.