

WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

Long Term Substitute - Special Education Teacher **2025-2026 School Year**

SUMMARY DESCRIPTION:

Wilkinsburg School District is a small urban public school district.

Salary & Benefits

Teacher salaries at WBSD are equitable, transparent, and are in alignment with the District's Wilkinsburg Education Agreement. Salary for this position is at Step I \$53,110.

Summary

Under the supervision and direction of the Building Principal, the Long Term Substitute Special Education Teacher will be responsible for developing & implementing strategies to meet the individual needs of students. This includes instructing students in academic subjects according to the school curriculum, using various techniques based on the Individualized Education Plan (IEP). The Special Education Teacher will plan instruction and schedule lessons according to the student's IEP, the grade-level schedule, and the approved curriculum. S/he will also ensure that objectives for all lessons, units, and projects are demonstrated on lesson plans and provide a balanced instructional program.

The Long Term Substitute Special Education Teacher supports the advancement of student achievement by demonstrating a commitment to providing a safe, inclusive, and welcoming school environment that recognizes and celebrates the diverse identities and abilities of all members of our school community. Thereby supporting the furtherance of the district's mission, "Promote academic excellence and to enhance the physical, intellectual, socio-emotional, and cultural growth of students for personal success."

Essential Functions

- Develop & implement strategies to meet the needs of each individual student.
- Instruct students in academic subjects according to school curriculum and planned courses using a variety of techniques (e.g., multi-sensory, repetition, etc.) to meet the students' varying needs and interests as guided by the Individualized Education Plan (IEP).
- Instruct students in daily living skills required for independent maintenance and self-sufficiency, such as hygiene, safety, etc.
- Modify the curriculum as needed to reflect instructional levels.

- Implement opportunities for students to experience a variety of instructional techniques and methods.
- Plan and schedule lessons according to the daily schedule and approved curriculum. Assure that objectives for all lessons, units, and projects are articulated on lesson plans.
- Confer with parents, administrators, Building Principal, School Psychologist, and other professionals as part of the IEP Team to develop Individual Education Programs (IEP) for each student on the assigned caseload.
- Confer with teachers and staff to develop plans to assist with supporting and encouraging pro-social student behaviors in the classroom.
- Establish an organized classroom management plan and create effective reinforcement systems for individual students and groups of students.
- Observe and collect data daily for IEP goals, student behavior, and academic performance.
- Meet with parents and guardians to discuss their child's progress, and to determine priorities for their child's education.
- Maintain and update progress monitoring as required.
- Monitor and supervise teacher aides and paraprofessionals to ensure they adhere to effective classroom practices and school policy and program requirements.
- Provide virtual instruction as needed.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing appropriate personnel for resolution.
- Demonstrate professionalism and maintain good moral character in and beyond the classroom/building.
- Perform other duties as assigned.

Qualifications

- Must hold a current, valid Pennsylvania Special Education PK-12 (9225) Teaching Certificate or Mental and/or Phys Handicapped K-12 (9235) Teaching Certificate AND a current, valid Pennsylvania Instructional I Elementary K-6 Teaching Certificate
- Complete all required criminal and child abuse background checks prior to start date:
 - PA State Police Clearance
 - PA Child Abuse Clearance
 - Cogent Federal Fingerprinting

Competencies

- Must possess excellent interpersonal skills, including active listening skills and the ability to communicate clearly and professionally with students, parents, employees, and other stakeholders.
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must appropriately handle confidential information.

Preferred Qualities, Attributes, & Proficiencies

- A commitment to accelerating student achievement.
- Demonstrated enthusiasm and energy in making a difference in the lives of students and school communities.
- The ability to create or contribute to a positive school and district culture.
- The ability to inspire, motivate, and empower members of the school community to achieve district initiatives and goals.
- The willingness to foster and promote innovation.
- A high degree of cultural responsiveness, including an appreciation for and understanding of the unique skills, interests, learning styles, and experiences of members of the educational community.
- Proven ability to prepare students to achieve academic excellence and strength of character, so that they can succeed in all aspects of life.

Work Environment

Academic and non-academic settings within typical school district buildings (library, cafeteria, auditorium, gymnasium, athletic facilities, etc.), including classroom environments focused on adaptive learning. Duties may be performed off-site, at related educational venues when representing the district.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position.

Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Wilkinsburg Borough School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please send your letter of interest, resume, and teaching certificates to Cindy Bogatay at bogatayc@wilkinsburgschools.org

