



JOB DESCRIPTION: 7-17-2019

Pathway Mission Statement

At its founding in 1961, Pathway was among the very few schools in the greater Philadelphia area designed exclusively for the learning disabled child, and unified the disciplines of psychology, psychiatry, medicine and social work with education. Since then, The Pathway School has increased the size of enrolment and staff who support the students, developed the vibrant learning environment located on a 12-acre campus in Jeffersonville, and solidified its reputation as a leader in innovative, quality programs and services for those who need a specialized education. Throughout all of its growth, the school's mission has remained the same: **to build academic, social, and life skills in students with special needs, to promote their success and independence after Pathway.**

POSITION: **Instructional Coordinator**
10 month Schedule – Education Model
Non-Exempt/Hourly
7 hours per day, Monday thru Friday

DEPARTMENT: Education

RELATIONSHIPS: Reports directly to the School's Principal

FUNCTIONS: Primary function is to assist in classroom management (academically and behaviorally) under the direction of the Classroom Teacher

CORE COMPETENCIES:

- Ability to Manage Change.
- Ability to Provide a High Level of Customer Service.
- Ability to Provide Professional Services to both internal and external customers.
- Ability to be Innovative and Creative.

QUALIFICATIONS: Education:

- Bachelor Degree in Education, Psychology, Behavioral Health or a related field preferred OR Minimum 2 years Associate Degree from an accredited college or university or High School Diploma with PDE Paraprofessional Certification. Experience considered in lieu of degree.

Experience:

- At least 2 years' experience working with students that have significant social and emotional needs;
- Experience working with interdisciplinary team members to achieve a common goal centered around the student's IEP;
- Experience motivating students in a special education environment to engage in learning and to exhibit appropriate replacement behaviors;
- Experience with high functioning autism a plus.
- A minimum 2 years of experience working in a special education classroom environment with special needs students.

It is the policy of The Pathway School to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of any disability.

KNOWLEDGE AND SKILLS:

- Must have the ability to assist teacher in the management of student behavior in a special education classroom environment. This includes behaviorally challenging students;
- Demonstrated ability to work with classroom curriculum to engage students;
- Must have good writing and communication skills for data collection;
- Demonstrated ability to follow established procedures when students are in crisis;
- Must be able to apply various behavioral models in a diverse educational program environment;
- Must have working knowledge of computers and basic programs such as Word, Excel, PowerPoint and web-based tools;

COMPLIANCE:

- Must comply with Act 168 and submit a completed Sexual Misconduct Form;
- Must be able to obtain and maintain a satisfactory PA criminal background check, Child Abuse and FBI clearances;
- Must pass a drug test, as well as, a TB Test;
- Must be able and willing to drive and have a PA valid driver's license.

Physical Requirements:

This position requires a high level of energy. Physical activities can include both sitting and standing for long periods of time; lifting, climbing, bending/stooping, grasping and pulling. Must have full range of motion in order to provide possible emergency care and/or administer effective/safe CPI techniques. This position requires walking and could include working in both an indoor environment as well as an outdoor environment (cold/hot).

Job Duties:

1. Responsible for all classroom job duties relative to assisting the classroom teacher in managing all aspects of the classroom (academically and behaviorally). Will perform all functions of an assistant under the direction of the Classroom Teacher;
2. Provide individual assistance under the teacher's direction to students in learning, counseling, and classroom management solutions.
3. Responsible for assisting the Classroom Teacher with data collecting duties;
4. Assist in preparing and organizing instructional materials, filing keeping instructional records and other related classroom housekeeping and administrative duties as assigned by the teacher or the Education Supervisor;
5. Manage student behavior in all settings. Supervise the students during lunchtime, recess, bus duty or other times when assigned;
6. Provide supervision of the class along with teachers of physical education, career education, art and music, horticulture, library, computers/technology for the scheduled classroom periods;
7. Assist with classroom management by keeping students on task during all school activities;

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8. Assist teacher in implementing school-wide Positive Behavior Intervention Support (PBIS), as well as, individual student behavior plans as per the student's IEP;
9. Responsible for providing crisis prevention and intervention techniques to de-escalate student behaviors, when required;
10. Participate in team meetings;
11. Complete Incident Reports, and all other paperwork that relates to a student's behavior plan;
12. Participate in in-service education as assigned. Participate in ongoing staff development including training relative to CPI, Restraint Training, PBIS and other behavioral/instructional strategies;
13. Monitor student safety and security throughout campus as assigned;
14. Any other duties, consistent with the functions of the Education department and job description, which he/she is qualified to perform, assigned by an appropriate supervisor;