



Special Education Team Leader

Harrisburg School District – Job Description

JOB INFORMATION

Job Title:	Teacher Team Leader	Reports To:	School Administrator(s)
Employee Group:	HEA	Location:	Individual School Building
Certificated / Non-Certificated:	Certified	Department:	Special Education
Classification / Range:	Supplemental – HEA	Supervises Staff:	No
FLSA Status:	Exempt	Shift/Schedule:	Per HEA Agreement
Work Year/Days:	School year appointed	New Position / Updated:	Updated
Prepared/Revised Date:	09/2026	Board Approval / Resolution:	Pending

JOB SUMMARY / POSITION PURPOSE

The Teacher Team Leader provides leadership for an elementary, middle school, and 9th Grade ‘team’ of teachers and serves as a liaison with building administrators in support of the mission and vision of the school/district. The Teacher Team Leader serves as a model in support of collaboration, professionalism, leadership, and as one that works toward continuous improvement of and for equitable instruction for all students.

ESSENTIAL FUNCTIONS

#	Essential Duties	% of Time
1	Support teachers with the use of resources/programs - Aimsweb, IXL, IEPWriter, etc.	10%
2	Support new teachers with building level questions and procedures (grade book, attendance, Educlimber, Frontline, etc.)	10%
3	Curriculum and instructional alignment – Ensure consistency and coherence in curriculum implementation and instructional practices across the grade level.	10%
4	Facilitate team collaboration – Lead regular team meetings focused on curriculum planning, evidenced-based instructional strategies, and assessment practices that promote student learning.	10%
5	Support teachers through change toward continuous improvement.	10%
7	Data-driven decision making – Guide the team in collecting, analyzing, and interpreting assessment data to inform instruction and improve student outcomes	10%
8	Coordinate team logistics – Manage (in collaboration with the Special Education Supervisor) logistics such as scheduling, field trips, classroom support assignments, paraprofessional coverage, inventory, scheduling school vans, ordering materials and supplies.	10%
9	Plan for and facilitate ongoing teacher team meetings and produce team meeting agendas and notes that are shared with appropriate personnel in a timely manner.	10%
10	Assist with the coordination of the team’s efforts to implement and monitor a diagnostic/prescriptive approach to meeting individual student needs in an equitable and supportive manner.	5%
11	Serve as a liaison to administration – Represent the team in school leadership meetings and communicate school-wide goals, policies, and initiatives to team members.	5%
12	Foster a positive team culture – Build trust, collaboration, and shared accountability within the team to ensure a supportive, student-centered environment.	5%
13	Assist with communication between the team and families when necessary.	Varied
14	Stay current with technology and support teachers on the team in the use of applicable technology.	Varied
15	Attend up to two days of planning meetings outside of the regular teacher calendar.	Varied



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16	Serve as a mandated reporter and promptly report suspected child abuse, neglect, or student safety concerns in accordance with applicable laws, District policy, and administrative procedures.	Varied
17	Perform other duties as assigned by the supervisor that are job-related and consistent with the classification of the position.	Varied

SUPERVISORY RESPONSIBILITIES

Area	Details
Positions Supervised	N/A
Supervisory Authority	May participate on interview panels, curriculum discussions, or other related committees
Committee / Team Participation	IEP teams, SAP teams

REQUIRED AND PREFERRED QUALIFICATIONS

The qualifications below represent the education, experience, knowledge, skills, abilities, licenses, certifications, and clearances required to satisfactorily perform the essential functions of the position. Required qualifications must be job-related and consistent with business necessity. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Requirement	Details	Required	Preferred
Education	Bachelor's degree in education	X	
Experience	At least 3 years of teaching experience within the Harrisburg School District with satisfactory ratings and attendance records	X	
Preferred Qualifications	Master's Degree in Education		X
PDE Certification(s), if applicable	Current Pennsylvania Level I teaching certification in relevant content area(s)	X	
PA Child Abuse, PA State Police Criminal History, FBI Fingerprint Clearances	Must meet District, state, and federal requirements	X	
Mandated Reporter Training	As required by Pennsylvania law and District procedure	X	
Act 168 Disclosure Requirements	Must satisfy Pennsylvania Act 168 employment disclosure requirements	X	
Act 24 Arrest/Conviction Reporting	Must comply with Pennsylvania Act 24 reporting requirements	X	
Driver's license, if applicable	N/A		

KNOWLEDGE, SKILLS, AND ABILITIES

- Track record/evidence of improving student achievement in the classroom.
- Demonstrated knowledge of the use of a rich array of instructional approaches, resources and technologies in relevant content area(s).
- Demonstrated skills in analyzing and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to effectively coordinate work among individual classroom teachers, grade levels, and other staff.
- Ability to design and/or broker (individually or in collaboration with others) high-quality professional learning community (PLC) experiences.



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- Knowledge of equity issues in current education reform.
- Knowledge and skills to implement a standards-based education system.
- Ability to facilitate collaboration, communicate school-wide goals and initiatives, and foster a positive, student-centered team culture.
- Ability to support teachers in the effective use of applicable instructional and school technology.

LEGAL AND COMPLIANCE REQUIREMENTS

- Complies with Board policies, administrative regulations, District procedures, and applicable local, state, and federal laws, including the Pennsylvania Public School Code, as applicable to the position.
- Maintains confidentiality of student, family, employee, and District information in accordance with applicable laws, regulations, District procedures, FERPA, and other applicable data privacy requirements.
- Complies with applicable regulatory and compliance requirements, including Title IX, Section 504 of the Rehabilitation Act, IDEA, and related laws and regulations, as applicable to the position.
- Serves as a mandated reporter in accordance with Pennsylvania law and completes all required reporting obligations, training, certifications, continuing education requirements, and clearances within established timelines.
- Maintains professional conduct and ethical standards consistent with the expectations of public-school employees.

PHYSICAL DEMANDS AND ADA CONSIDERATIONS

The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions in accordance with the Americans with Disabilities Act (ADA) and applicable law.

Physical Demand	Rarely (less than 5%)	Occasionally (5–33%)	Frequently (34–66%)	Constantly (67–100%)	Weight / Notes
Sitting		X			
Standing			X		
Walking			X		
Talking (in person, by phone, or in groups)				X	
Hearing (in person, by phone, or in groups)				X	
Vision (computer, near, distance, or peripheral)				X	
Driving Requirements		X			
Computer, Machine, or Tool Use			X		
Pushing/Pulling/Lifting		X			20 LBS
Cognitive Demands / Concentration				X	
Emotional Regulation / Stress Management				X	

WORK ENVIRONMENT / PRIMARY WORK SETTING

- Typical office and classroom environment; Subject to inside AND OUTSIDE environmental conditions.
- Primary setting is the classroom/building environment within individual schools.
- May be exposed to hazardous materials, body fluids, or disease



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EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Harrisburg School District is committed to equal employment opportunity and compliance with all applicable federal and state nondiscrimination laws, including the Pennsylvania Human Relations Act. The District prohibits discrimination and harassment based on race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, veteran status, or any other legally protected classification.

This job description is not intended to be an exhaustive list of position duties or responsibilities. The District reserves the right to revise or assign additional job-related duties consistent with business necessity and applicable law. This job description does not constitute a contract of employment. Employment with the District is governed by applicable law, Board policy, and any applicable collective bargaining or individual employment agreement.

ACKNOWLEDGMENT AND REVIEW

This job description may be reviewed and updated periodically to reflect changes in the position, operational needs, legal requirements, or District expectations.

By signing below, I acknowledge that I have received and reviewed this job description and understand the essential functions and requirements of the position. My signature does not constitute a contract of employment.

Employee Printed Name:			
Employee Signature:		Date	

Supervisor/Administrator Printed Name:			
Supervisor/Administrator Signature:		Date	