

**WOODWARD ACADEMY
JOB DESCRIPTION**

Position Title: Special Education/General Education Teacher

Reports To: Director of Education

Job Responsibilities:

- Provide a learning environment to motivate youth to take responsibility for their education.
- Prepare daily lesson plans and instruct groups, providing in depth attention students as necessary.
- Assess each student's learning style; design and implement curriculum, instructional strategies, and materials appropriate for the youth.
- Communicate, orally and in writing, all appropriate information, both within the classroom and outside the classroom (in the log and in youth charts) and to relevant outside agencies.
- Stimulate interest and cooperation in individual and group classes and activities and observe youth behavior in response to treatment efforts.
- Ensure attendance of students in all classes and other activities and check on normative behavior.
- Complete all necessary paperwork to insure proper recording of student progress, including daily attendance records and progress reports for grading periods and Individual Education Plans.
- Maintain order in the classroom by providing classroom expectations to students.
- Maintain emergency lesson plans for use by substitutes.
- Maintain proper norms and security of youth and provide crisis intervention as necessary.
- Responsible for the process of developing, monitoring, and reviewing the Individual Education Plan (IEP) as guided and mandated by federal law:
 - Administer the Mini-Battery of Achievement to all incoming students.
 - Review the IEP; make any necessary modifications.
 - Collect data on student's goals and complete necessary paperwork for the meetings.
 - Progress monitor student growth and maintain that growth.
 - Provide remedial work and skill building as needed.
 - Collaborate with general education teachers.
 - Complete Progress reports upon student's discharge.
- Supervise youth in order to observe or effect changes in their social behavior, and to maintain security of facility and grounds for community protection.
- Participate in the treatment of the student through observation, interaction, scoring, limit setting, and implementation of treatment plans; assist in the development of a positive peer culture.
- Report significant changes in social behavior and make recommendations for changes by participating in Treatment Team meetings.
- Escort students to work, mealtime, recreation, education activities, and participate in their supervision and instruction.
- Limited one-to-one counseling.
- Give basic instruction in work, recreation, and housekeeping activities.
- All other duties as assigned.

Standards of Performance:

- Job Knowledge/Skills
- Productivity
- Dependability
- Interpersonal Relationships
- Initiative
- Time Management
- Problem Solving/Decision Making
- Self Development

Horizontal and Outside Relationships:

- Youth
- All Facility Staff
- Court and referring agency staff
- Student's family
- AEA staff

Education and Experience

All General Education Teachers must be certified by the State Board of Education. Special Education Teachers must hold a certificate as a Special Education teacher and be certified in a designated subject area. One year previous work/volunteer experience with kids under the age of 21. It is an essential function of the job that staff be capable of participating in physical training activities and be capable of physically restraining the students if and when necessary.

Hours

Regular business hours and as needed.

I, _____, have read & understand the contents of this job description as it relates to my job. I also verify, by signing this form, that I am physically able to perform all of the functions of my job.

Signature

Date

spteacher