**Special Education Teacher**

­­­­­­**Department**: Education **Job Status:** Full-time

**Reports to:** Director of Education **FLSA Status:** Exempt

**Positions Supervised:** None **Amount of Travel:** 10%

**Work Schedule:** AM shift is 7 am to 3 pm and as needed.

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

* 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.
* Abide by The Health Insurance Portability and Accountability Act of 1996 (42 USC & 201 et seq.)
* All other duties as assigned.

**POSITION QUALIFICATIONS:**

* Accountability - Ability to accept responsibility and account for his/her actions.
* Accuracy - Ability to perform work accurately and thoroughly.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written - Ability to communicate in writing clearly and concisely.
* Detail Oriented - Ability to pay attention to the minute details of a project or task.
* Decision Making - Ability to make critical decisions while following company procedures.
* Interpersonal Relationships – Ability to develop a strong association among individuals that they are working with and communicate effectively with others, whether colleagues, customers or clients.
* Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
* Organized - Possessing the trait of being organized or following a systematic method of performing a task.
* Self-Development - Taking steps to better yourself, such as by learning new skills or improving current skills and recognizing and changing bad habits.
* Tactful - Ability to show consideration for and maintain good relations with others.
* Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**SKILLS & ABILITIES:**

**Education/Experience:**  All Special 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.

**Other Skills:** Must maintain flexibility in a fast-paced changing environment.

**PHYSICAL DEMANDS**

|  |  |
| --- | --- |
| **Physical Demands** | **Lift/Carry** |
| |  |  | | --- | --- | | Stand | O (Occasionally) | | Walk | F (Frequently) | | Sit | O (Occasionally) | | Handling / Fingering | F (Frequently) | | Reach Outward | F (Frequently) | | Reach Above Shoulder | O (Occasionally) | | Climb | O (Occasionally) | | Crawl | N (Not Applicable) | | Squat or Kneel | O (Occasionally) | | Bend | O (Occasionally) | | |  |  | | --- | --- | | 10 lbs or less | F (Frequently) | | 11-20 lbs | O (Occasionally) | | 21-50 lbs | O (Occasionally) | | 51-100 lbs | O (Occasionally) | | Over 100 lbs | O (Occasionally) | |
| **Push/Pull** |
| |  |  | | --- | --- | | 12 lbs or less | O (Occasionally) | | 13-25 lbs | O (Occasionally) | | 26-40 lbs | O (Occasionally) | | 41-100 lbs | O (Occasionally) | |

|  |  |
| --- | --- |
| **N (Not Applicable)** | Activity is not applicable to this occupation. |
| **O (Occasionally)** | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| **F (Frequently)** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| **C (Constantly)** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

**Other Physical Requirements**

Vision (Near)

Sense of Sound (normal conversation and telephone)

It is an essential function of the job that staff be capable of participating in physical training activities and be able to physically perform Emergency Safety Interventions (ESIs) when necessary.

**WORK ENVIRONMENT**

The work environment is that which is typically found in a business office.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**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. Your employment status will be contingent upon the results of a national criminal history record check to include fingerprints.**

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_