

JOB DESCRIPTION

JOB TITLE: Classroom Teacher

REPORTS TO: Director of Programming

QUALIFICATIONS: Minimum of a Bachelor's degree in Special Education or a related field. Minimum of 1 year of experience working with students with developmental disabilities. Must be organized and flexible with strong writing and communication skills. Proficiency in Word and Outlook, including experience using them in a professional setting.

Considerable knowledge of subjects and activities required in the field of special education. Considerable knowledge of instructional methods applicable to the field of special education. Ability to evaluate critically the educational achievements of students and to give assignments according to their interest and ability. Ability to prepare lesson plans and organize meaningful instructional programs. Ability to develop rapport with students with special needs.

POSITION SUMMARY:

Under direction of the Director Programming you will provide quality services to special education students in grades 5-12 through a commitment to team participation in planning and implementation of student programs. You must have the ability to function as a member of an educational team, collaborate with staff, support personnel, community agencies and parents. You must have strong behavior management and positive discipline skills. **Ability to be flexible and receptive to change.**

JOB FUNCTIONS AND RESPONSIBILITIES:

Classroom Instruction:

- Teach classes as assigned by the Program Director.
- Prepare, adapt and implement lesson plans.
- Develop suitable curricula and effective teaching methods based on assessment of students' needs.
- Organize teaching strategies to maximize allocated instructional time to increase student learning.
- Provide instructional pacing that ensures student understanding.
- Evaluate students' academic and behavioral progress and use a variety of formative and summative assessments for understanding student progress.
- In conjunction with the Program Director and colleagues, develop educational plans for the individual student.
- Assist students to develop productive work habits and study skills.
- Select appropriate texts, learning aids, materials and supplies.
- Design, deliver and assess student learning activities addressing the stated instructional goals and objectives.
- Integrate a variety of technology applications and learning tools to augment student learning.
- Create and maintain student records and prepare reports relative to the work.
- Prepare and submit information for report cards and Transition Learning Plans as required by the Program Director.
- Perform related work as assigned.

Classroom Management:

- Provide an atmosphere conducive to learning.
- Set high positive expectations for student performance.
- Encourage and acknowledge individual student accomplishments and appropriate behavior.
- Treat students in fair and equitable manner.
- Direct and adequately supervise students to be on task.
- Enforce guidelines for proper student conduct within the classroom. Report student disciplinary issues to the program director.
- Supervise students in classrooms, school buildings and off-campus during school activities and field trips.

Communication:

- Communicate regularly and effectively with students, parents, colleagues and other professionals.
- Attend parent student conferences and transition meetings as needed.
- Follow confidentiality procedures regarding students, parents and fellow staff members.

General:

- Keep the Program Director informed of areas of need and concern.
- Enforce administration policies and rules governing students.
- Attend staff meetings as required.
- Establish and maintain effective working relationships with students, parents, staff and program.
- Perform any duties that are within the scope of employment, as assigned by the Executive Director or program director and not otherwise prohibited by law or in conflict with contract.