

JOB DESCRIPTION

Position Title: Teacher Department: Day School

Reports To: Director of education Effective Date: February, 2011

Executive Director Approval: _____ FLSA Status: Exempt

Employee Signature: _____ Date _____

POSITION SUMMARY:

In collaboration with team of paraprofessionals assist students in skill development to promote the highest level of independence possible for students at school, at home and in the community. Develop and implement effective instructional practices based on the needs identified in students' Individualized Education Programs (IEPs).

ESSENTIAL JOB FUNCTIONS:

- Develop, implement and monitor the students' IEPs in collaboration with other IEP team members and parents. Participate in IEP meetings. Conduct formal and informal assessments with the students receiving services to develop appropriate educational plans. These assessments would include, but not be limited to, the VB-MAPP and VAAP. Meet with parents to discuss their children's progress.
- Assist in the development, evaluation, and revision of day school curriculum and programs. Prepare lesson plans for classroom activities and individual student plans in accordance with established school curricula. Employ special education strategies and techniques during instruction to promote students' educational, physical, and social development.
- Develop data collection systems in collaboration with IEP team based on IEP goals and ensure accurate and complete collection. Prepare reports on students and maintain accurate and complete student records in accordance with laws, school district regulations, and day school policies and procedures.
- Assist in the development and implementation of the plan for managing student behaviors in accordance with established guidelines using a variety of positive behavioral supports.
- Assist with the development, evaluation, and management of assigned classroom staff. Supervise and train classroom staff in their professional work with the students, as well as their job responsibilities related to attendance, discipline, and other assigned duties. Facilitate weekly classroom meetings.
- Maintain ongoing communication with parents by notes, emails, phone calls, school meetings, and home visits.
- Assume a leadership position in the Day School, serving as a model for other staff, students, and parents.

ESSENTIAL JOB REQUIREMENTS:

EDUCATION	Bachelor's degree and a valid Virginia five year renewable Collegiate Professional license with endorsement in atleast one area of disability served by the day school or qualify to obtain a Virginia teaching license. OR In lieu of Collegiate Professional license an individual currently enrolled in a program of study working toward complete endorsement and holding a Virginia Special Education Conditional license with endorsement in atleast one area of disability served by the day school. BCBA or BCABA a plus.
EXPERIENCE	0 years experience. Experience in autism and/or special education preferred.
PHYSICAL REQUIREMENTS	Regularly required to walk, sit, reach with hands and arms, stoop, kneel, crouch, talk and hear. Frequently required to stand and occasionally run. After proper training required to physically assist or restrain students when necessary. Exposure to physical risk including but not limited to biting, hair pulling, kicking and spitting.
ADDITIONAL REQUIREMENTS	Must undergo criminal background checks and child protective service registry check. Must also obtain TB screening upon employment. Will participate in training required by regulatory authorities.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.