

Job Title: TEACHER
Reports To: Director
Positions Supervised: Teacher Assistant

GENERAL PURPOSE OF JOB

Plans and prepares curriculum, classroom schedule, lessons/plans, and other instructional materials to meet individual needs of students, considering state and school requirements and physical, emotional, and educational levels of development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- ____ 1. Develops and implements individualized academic programs by performing formal and informal assessments of academic achievement, social-emotional development, and vocational skills according to governmental and organizational guidelines. Prepares materials, individualized lesson plans, and activities according to assessment goals.
- ____ 2. Demonstrates knowledge of effective instructional techniques by using a wide variety of materials and mediums of delivery and avoiding overuse of any one medium.
- ____ 3. Demonstrates knowledge of IEP and treatment planning process by reviewing referral and assessment data to obtain each student's history, issues, and disabilities; by preparing for IEP and treatment planning meetings, providing current, specific data, and creating appropriate goals and objectives; by developing and employing strategies and interventions; by monitoring and evaluating student progress; and by sharing information.
- ____ 4. Manages the classroom to maintain a safe, secure, and effective learning environment by providing a high degree of structure, clear expectations, and consistency. Implements expectations and consequences as appropriate for each student as outlined in behavior management plan.
- ____ 5. Maintains a firm, fair, and consistent approach to the instruction of students and promotes student involvement by reinforcing positive behaviors as outlined in the behavior management plan for the facility and classroom.
- ____ 6. Anticipates potential behavior problems in students by maintaining line-of-sight supervision of assigned students at all times and assessing their behavior patterns.
- ____ 7. Ensures the rights of all students are observed and protected through the use of appropriate and respectful communication, proper de-escalation techniques, and correct physical restraint methods when necessary.
- ____ 8. Projects a positive role model image for students and colleagues by participating as a team member, cooperating with staff, demonstrating compromise and appropriate expression of opinions, and attending staff meetings as required. Utilizes chain-of-command in all aspects of program and follows organization's policies and procedures.

-
- ___ 9. Maintains appropriate relationships with the students by treating students in a respectful manner at all times, by eliciting students' interest and cooperation, and by maintaining appropriate boundaries.
 - ___ 10. Ensures compliance with all company policies, procedures and other regulatory requirements by reporting any known or suspected violations to the supervisor or through other means identified in company policy. Maintains confidentiality of all student records per program guidelines.
 - ___ 11. Demonstrates knowledge of Integrity Assurance Review (IAR) standards by responding to feedback about observations and areas needing development, showing steady improvement or maintenance of 100%, identifying new areas for growth, and expanding skills.
 - ___ 12. Promotes and maintains positive community relations by coordinating efforts with outside agencies, groups, and individuals to expand the teaching program. Communicates and cooperates with families, relevant external personnel, and staff members, ensuring all communication of information (written and verbal) is clear, concise, legible, accurate, and courteous.
 - ___ 13. Provides timely, accurate, and professional documentation by recording daily grades/points, progress notes, progress reports, report cards, IEP goals and objectives, incident reports, and behavior data in accordance with standard practices of the facility. Documents all external and internal contacts and relays student information according to company and governmental guidelines.
 - ___ 14. Assures the classroom physical environment is conducive to learning by maintaining the cleanliness and orderliness of the classroom and work areas, including but not limited to desk, shelves, and storage areas. Assures that wall hangings and posters are appropriate and promote a positive learning atmosphere and that class schedules and student progress charts are clearly and creatively posted. Assures proper maintenance and operation of equipment used in the classroom.
 - ___ 15. Maintains adequate inventory of classroom supplies, by monitoring daily use of supplies and preparing replacement order as necessary.
 - ___ 16. Ensures appropriate student to teacher ratio is maintained at all times.
 - ___ 17. Implements ABA techniques based off of FACE protocols.
 - ___ 18. Accepts feedback and shows continued improvement through integrity checks.
 - ___ 19. Report to work on time and be ready to work immediately.

QUALIFICATIONS :

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must be able to perform their duties in a positive work model and serve as a positive role model and influence for youth and peers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. EDUCATION and/or EXPERIENCE

- Bachelors degree or higher in Education, Special Education, Human Services, Social Science, Behavioral Sciences or other related degree. with appropriate teaching credential or certification.
- Must have appropriate teaching credential or certification or be certifiable in accordance with §1002.33(12), Florida Statutes.
- Must have demonstrated a passing score on any applicable subject area examinations approved in Florida for all courses taught.
- Experience working with individuals with severe disabilities and/or persons with challenging behaviors is preferred.
- Supervisory experience and training or experience in Behavior Analysis is preferred.
- Must have a working knowledge of Microsoft applications such as Word, Excel, Outlook, and PowerPoint.

2. OTHER CERTIFICATES, LICENSES, REGISTRATIONS

Valid state driver's license with appropriate endorsement.

3. LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

4. MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Elementary use of computer spreadsheet programs.

5. REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

6. PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, run, talk and hear, sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close, distant, and peripheral vision, color and depth perception, and ability to adjust focus. The employee may occasionally be required to physically restrain clients, using authorized restraint procedures as a last resort for protection of client and staff. The employee may be required to clean up all bodily fluids as well as

assist students of all ages with diapering/toileting to include changing diapers and sanitary napkins.

7. SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

8. WORK ENVIRONMENT

The work environment for this position is a residential facility or day treatment school setting. While performing the essential functions of this job, the employee will be exposed to clients who may ask inappropriate personal questions, display socially unacceptable personal behaviors, use profanity and sexually explicit phrases, make insulting remarks or threats regarding appearance, age, sex, or race, and exhibit defiance, dishonesty, and assaultive or self-destructive behaviors. The employee is occasionally exposed to outside weather conditions, and may be subject to occasional local travel as required by facility needs. The noise level in the work environment is usually quiet to moderate. The employee may be required to clean up all bodily fluids as well as assist students of all ages with diapering/toileting to include changing diapers and sanitary napkins.

Employee Declaration

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations. Yes No

If an accommodation is needed, please describe the reasonable accommodations required for you to perform these essential job functions.

Employee Name: (Please Print) _____
Employee Signature: _____ Date: _____