

Holy Childhood Job Description

JOB TITLE: Special Education Teacher
REPORTS TO: School Program Director
HOURS/STATUS: Full Time

JOB SUMMARY

The Special Education Teacher is responsible for providing programming for students with varying abilities according to NYSED standards and IEP.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Demonstrates the philosophy of Putting People First**
 - Demonstrates sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood
 - Demonstrate support for individual choice-making in order to enhance confidence and assertiveness
 - Facilitate the development of the IEP for students. Demonstrate an understanding of students IEP and its goals, objectives and related services requirements.
 - Provides opportunities to be a self-advocate
- **Build and maintain positive relationships with students**
 - Support individuals to overcome barriers and challenges to establishing and maintaining a network of relationships and valued social roles.
 - Demonstrates strategies to encourage and build the individual's self-confidence.
 - Uses a range of effective communication strategies and skills to establish a collaborative relationship with the student.
 - Modifies his/her own communication to ensure understanding and respect.
 - Develops trust by communicating empathetically
 - Recognizes the impact of the possible discrepancies between the student's chronological age and developmental age when communicating
- **Designs and facilitates instruction aligned with Next Gen standards and student outcomes**
 - Demonstrates management of student behaviors
 - Demonstrates and attends to the instructional needs of the students
 - Functions as a member of a team with all related service providers
 - Demonstrates supporting family/guardian communication including reporting progress to parents and CSE's quarterly
 - Designs explicit direct instruction to meet individualized student needs across continuums.
- **Demonstrates Professionalism**
 - Demonstrates management of student behaviors
 - Demonstrates the following desirable professional qualities in the work site: professional demeanor, attention to punctuality and attendance policies, reliability, flexibility and pleasantness.
 - Demonstrates the awareness, attitude, knowledge and skills required to provide support to those we serve from any particular ethnic, racial, sexual orientation, religion, gender, socio-economic, age or disability group as well as any other component diversity groups
 - Supervise para-professionals and/or volunteers assigned to work in their classroom
 - Readily seeks and accepts feedback to improve performance
 - Applies knowledge and skills gained to the job
 - Seeks personal and professional growth and development

- Attend and/or facilitate staff and in-service meetings as appropriate
- Adheres to and promotes the mission, culture and practices of the organization.
- Participates in the work of the organization in a positive way
- Adheres to corporate compliance policies and procedures
- Knows, understands and follows the Code of Conduct.
- **Supports good health of students**
 - Demonstrates effective methods to teach positive behaviors and support existing positive behaviors
 - Demonstrates knowledge of and uses accepted measures to prevent illness and disease and teaches prevention methods to the students
 - Recognizes and responds in a timely manner to signs and symptoms of illness/injury and medical emergencies
 - Provides a safe and clean environment
 - Accurately documents and adequately protects all health management information
 - Correctly follows procedures for mandated reporting and responding
- **Support a safe environment in school setting**
 - Supports the safety of all individuals in everyday situations
 - Follows proper safety procedures in transportation situations if applicable
 - Understands and can carry out plans for responding to environmental emergencies
- **Perform other duties as assigned.**

RESPONSIBILITIES:

- Assist in the scheduling of homeroom, academic, and special classes
- Develop lesson plans and activities based on common core standards addressed within academic activities for academic and social growth.
- Implement and Administer NYS Alternate Assessment
- Evaluate and assess the academic and social skills of students
- Facilitate the development of the IEP for students assigned to their classroom
- Assist the School Program Director in budgeting and making recommendations for program needs
- Report progress to parents and CSE's quarterly
- Collect, analyze a report using data collection processes
- Supervise para-professionals and/or volunteers assigned to work in their classroom
- Attend and/or facilitate staff and in-service meetings as appropriate
- Work collaboratively with team members to effectively support all students in program assignments.
- Must demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood. Must be competent and proficient with current technological methods and must have excellent communication, organizational and facilitation skills.
- Must be able to lift, push, or pull-up to 50 lbs.
- Effective communication respecting dignity in a respectful, open, honest manner

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; A student focused attitude; communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- NYS Certification in Special Education required.
- Knowledge of Common Core/Next Gen Standards, NYS Assessments.
- Knowledge of IEPs
- Physically able to perform essential functions of the position (with or without reasonable accommodation).

OTHER SKILLS AND ABILITIES

Must be computer literate; communicate respectfully, openly, honestly and directly.