

Reports To: Director of Education

Position Status: Non-Exempt

JOB SUMMARY

The Teacher is responsible for providing day-to-day educational instruction, academic, and/or life skills to a variety of students with special needs. The Teacher will also provide daily direction and oversight to staff working in the same classroom. The Teacher will maintain a valid Education Specialist Teaching Credential or teaching permit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties marked with an asterisk (*) are considered to be essential to this position under the terms of the Americans with Disabilities Act.

1. Work directly with students in all respects of educational program. *
2. Provide day-to-day direction and supervision to staff working in the same classroom, including, but not limited to: *
 - 2.1. Ongoing orientation and training regarding all educational components of classroom program (task analysis, instruction delivery, behavioral intervention, data collection, etc.). *
 - 2.2. Oversee and direct day-to-day performance; coach employee for performance improvement; collaborate with School Director and HR to document concerns and take part in corrective action; with School Director, prepare and take part in performance evaluations. *
 - 2.3. Oversee attendance and approve employee biweekly timecards; first level review of time off requests. *
 - 2.4. Assist in interviewing, hiring, orienting, and training classroom staff. *
3. Develop, manage, and implement educational component of IEP and ITP and all related reports. *
4. Develop and coordinate a relevant curriculum for each student. *
5. Maintain educational records and complete required educational assessments. *
6. Work directly and cooperatively with other staff to coordinate all aspects of educational, social/emotional, behavioral, and vocational programs for each student. *
7. Communicate and meet with parents and home care providers on a regular basis, when appropriate to program and site. *
8. Prepare and coordinate student and classroom staff schedules. *
9. Oversee completion of vocational assessments, development of longitudinal vocational plans, and coordinate vocational tasks for each student. *
10. Assist Behavior Analysts to develop individualized behavior support plans. *
11. Collaborate with related service providers to ensure students receive ancillary services per IEP requirements. *
12. Work with program staff to screen, admit, and discharge students. *
13. Successfully complete Safety-Care training and maintain certification. *
14. Carry out behavioral interventions, using Safety Care techniques, with children, adolescents, or young adults, which could include visually/auditorily monitoring students, evading, containing physical aggression, lifting, and pursuing students who might be running away. *
15. Attend all relevant staff meeting and in-services. *
16. Facilitate open communication, a team approach, and maintain a positive attitude toward program function and Agency goals.
17. Keep up-to-date on emails, internal databases (e.g., KidNet), and other Agency information.
18. Maintain satisfactory attendance record. *
19. Attend workshops, conferences, and courses in areas related to job duties. *
20. Support Agency goals and functions as an organizational leader; maintain open communication with all coworkers throughout the Agency, and with other stakeholders. *
21. Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, the individual must be able to satisfactorily perform each essential duty. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Minimum of Bachelor's degree in Education, Special Education or related field,
- Current appropriate California Special Education Teaching Credential OR ability to obtain university internship or valid teaching permit.
- Maintain continuing education units as required to ensure maintenance of teaching credential.
- One or more years of experience teaching children requiring special education/intervention techniques.
- Demonstrated ability to supervise staff, facilitate group process, and work effectively with a team
- Competencies in the following or willingness to obtain competency within 30 days of hire:
 - First aid certification
 - Knowledge of child abuse reporting laws
 - Safety Care techniques (Periodic certification is a requirement, and ability and willingness to perform these procedures correctly and appropriately are an essential function for this position)
 - Basic understanding of the principles of applied behavior analysis

Skills & Abilities

- Bilingual (English and Spanish) is a plus.
- Effective oral and written communication skills.
- Effective organizational skills.
- Good public relations skills.
- Ability to function as part of an interdisciplinary team.
- Ability to think and act autonomously in a variety of situations.
- Ability to define and solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to physically respond to physically active and aggressive children, adolescents, and young adults.

Other Requirements

- Criminal background clearance or formal exception
- Valid California driver's license with a clean driving record
- Auto insurance
- Must provide and maintain a negative Tuberculin (TB) test every four years
- Complete a physical examination that demonstrates the ability to perform the essential functions of the position, with or without reasonable accommodation

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position may require remote work on a temporary or permanent basis, depending on business needs. Remote work does not change the terms and conditions of employment. Remote employees must follow all AchieveKids policies, including adhering to all meal and rest break and attendance schedules. Remote employees are expected to dedicate their full attention to their job duties during working hours.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, reach with hands and arms, and use hands to finger, handle, or feel objects, tools, or controls. This job is occasionally required to climb, balance, stoop, kneel, crouch, lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to run and walk for a minimum of 3 minutes, escort a student for a minimum of 3 minutes, and climb a six foot fence.

This position must be able to respond quickly to active and aggressive children, adolescents, and young adults ages 5 to 22. Physical response may include evasion and/or performing approved escorts, holds, and restraints to maintain student and staff safety. These activities may require the ability to run, use of arms in deflecting, restraining, or holding for periods of time with a moderate to high level of force, use of torso and hips to balance or hold, and ability to kneel and rise, or lie on the ground and rise swiftly and safely.

Work Environment

This position regularly works in outdoor weather and wet (humid) conditions. Noise level in the work environment is usually moderate and can sometime be noisy.

There may be potential exposure to blood, urine, and feces; thereby, potentially at risk for exposure to bloodborne pathogens.

ACKNOWLEDGEMENT & RECEIPT

I have read this job description and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Agency without it being specifically included in the job description.

I acknowledge that I have received, read, and sought clarification of any questions that I have about the content of this job.

Employee Name

Employee Signature

Date