



JOB DESCRIPTION

POSITION: Special Education Lead Teacher (Full-time, Exempt)
REPORTS TO: Education Manager
PURPOSE: This position is responsible for facilitating the programming of academic, social, emotional and behavioral growth of students. Duties include documenting teaching and student progress/activities, outcomes; addressing students' specific needs; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations and goals.

ESSENTIAL FUNCTIONS

Team Management

- Planning for staff instruction which includes providing direction for implementation of instruction and/or class/student support
- Oversight of the professional development of classroom staff

Effective Communication

- Provide verbal and/or written communication with parents, staff, and/or supervisors to inform and facilitate the learning experience of students
- Collaborate with program staff and administration for the purpose of improving the quality of student outcomes and developing solutions action plans

Class Management

- Set a classroom environment that is conducive to the academic, emotional, social, and behavioral growth for students
- Monitor students in a variety of educational settings (e.g. classroom, hallway, sensory rooms, therapy rooms, field trips, etc.) for the purpose of providing a safe and optimal learning environment
- Prepare teaching materials and related reports (e.g. grades, attendance, anecdotal records, academic assessments, incident reports, Functional Behavioral Assessments (FBAs), Safety Plans, IEPs, lesson and unit plans, progress reports, etc.) for the purpose of implementing lesson plans and documenting student progress
- Facilitate delivering the instruction and working with students to frame worthwhile questions, structuring meaningful tasks, coaching both knowledge development and social skills, and carefully assessing what students have learned from the experience

IEP case management

- Review and be familiar with IEP's, Current Assessments, and other admissions documentation for all classroom students
- Assure data collection, program planning and specially designed instruction implementation that aligns to the Assessment(s) and IEP
- Progress reporting and monitoring
- Timely creation of IEP and corresponding documents, facilitation and collaboration of IEP team

Participation

- Participate and engage in trainings and/or coaching experiences and/or professional development opportunities supporting the application of principles, theories, and methods utilized at CHILD
- Participate in staff meetings, team meetings, and committees as assigned

Education/Experience

- Washington State Teaching Certificate with appropriate Special Education Endorsement required
- Training and experience with health impaired and learning disabled students

- Knowledge and experience with Special education laws and documentation (ie IEPs, BIPs & FBAs)
- Knowledge and experience in writing and presenting IEPs
- Work collaboratively with teachers and administrators to create special accommodations in PE, fine arts, technology and other programs as appropriate
- Develop new services to include applied academic, vocational and life-skill programs as necessary
- Knowledge and experience of adapting curriculum and materials for students
- Knowledge of special education curriculum materials and direct instruction techniques appropriate for a wide range of disabilities
- Experience with state testing requirements
- Professional behavior and judgment specifically in areas of confidentiality, client safety, communications with clients and coworkers.
- Competency using Microsoft Outlook, Excel, Word, and Adobe

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability

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.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel and Microsoft Access.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; sit; use hands and talk or hear. The employee is occasionally required to jog; run; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state or local law.