

Job Description

Title: Teacher-Special Education (Behavioral Program - Elementary EI Teacher)

Contract: 187 Day Calendar

Reports To: Hillside Principal

Location: Hillside Learning Center

Position Summary:

To teach with enthusiasm; be proficient in preparing, organizing, and producing cohesive lessons for students aligned with individual educational programs and common core state standards. To exhibit professionalism at all times and provide the necessary instruction and support for all assigned students with disabilities to achieve positive academic, physical, emotional and post school outcomes in alignment with Allegan Area ESA strategic priorities to support regionally coordinate education programs and a quality learning environment within a Whole Child framework.

Recommended Employment Qualifications:

1. Bachelor's Degree required.
2. Valdi Michigan Teacher Certificate with special education endorsement required (EI preferred).
3. Demonstrated ability to implement Positive Behavioral Supports.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Principle Duties and Responsibilities:

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA) These statements are intended to describe the general nature and level of work being performed by a person in this position. They are not constructed to be an exhaustive list of all duties that may be performed by such a person.

- Provide instruction according to program expectation and Individualized Education Programs (IEPs) of students assigned.
- Prepare lessons to address students' identified needs, goals, objectives and supports as identified in IEPs.
- Gather the appropriate materials and technology to address the goals and objectives.
- Employ a variety of instructional techniques and resources consistent with parameters of the educational environment and the needs and limitations of the students involved.
- Assess, analyze, and document student progress frequently.
- Facilitate IEP Team meetings to collaboratively develop individualized Education Programs (IEPs) for all students assigned.
- Diagnose the learning needs/modalities of students, seeking assistance from service providers, the teacher of record, and/or and other relevant experts when required.
- Maintain accurate and comprehensive records as required by law, district policy and administrative request.
- Strive to maintain and improve professional competence.

- Identify and utilize available community resources for educational purposes and family/student support when appropriate.
- Initiate and maintain effective communication with parents.
- Maintain a positive working relationship with parents, administrators, peers, and the community.
- Contribute positively to a culture of feedback and the development of social capital by modeling integrity, reflectiveness, and a continuous improvement mindset.
- Other duties as determined by administration.

Other Knowledge, Skills, and Abilities:

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.

Required:

1. Demonstrated understanding of the common core state standards.
2. Demonstrated ability to develop lessons aligned to student needs.
3. Knowledge and application of educational technology.
4. Demonstrated ability to handle aggressive neurological behavior both physically and emotionally.
5. Strong demonstrated interpersonal skills, both written and oral.
6. Working knowledge of educational data collection systems; ability to analyze and use data.
7. Ability and willingness to work independently with minimal supervision.
8. Demonstrated ability to handle and resolve conflict productively.
9. Demonstrated ability to establish and maintain boundaries with staff/students/families.
10. Maintain confidentiality of student records and information.
11. Demonstrated ability to adhere to Board and Building policies and procedures.
12. Ability to be on the job regularly and have a positive attendance record.
13. Ability to utilize technology (i.e., telephone, cell phone, iPad, laptop computer, desktop computer, printer, copier, fax machine, etc.)
14. Ability to drive between Allegan Area ESA buildings, local school districts, and to workshops, meetings, and conferences throughout the state.

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 sit, stand, walk; occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks. The employee must have the ability to lift and/or move up to 60 pounds and attend to the personal care of students.

Work Environment:

The noise level in the work environment is usually moderate.

FLSA: Exempt

Terms of Employment:

Position is seven and a half (7.5) hours per day with a 187-day calendar. Wages, benefits, and work year to be established as per terms of the master agreement and provisions established by the Board of Education.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Signature

Date

Supervisor

Date