



Special Education Life Skills Teacher

Position Description

Position Title: Special Education Life Skills Teacher

Reports to: Principal

Terms of Employment: 185-day Contract

School/Department: Towne Meadow Elementary

Date: 08/22/2025

FLSA: Exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.

Position Description:

The Special Education Life Skills teacher is responsible for the academic education of students with special needs and the implementation of life and social skills to prepare students for life beyond the classroom.

Qualifications:

- Special Education licensure through the Indiana Department of Education

Duties and Responsibilities shall include, but not be limited to:

- Provide instruction in the core functional academic areas of reading, math, science and social studies as well as vocational
- Provide good classroom management – behavior plans, functional behavior assessments, etc.
- Assess students' vocational, independent living, and functional academic levels using various inventories and assessments
- Implement strategies to help students work independently when needed (i.e., picture schedules, tasks lists, etc.)
- Select and/or implement a functional curriculum for real world training in the areas of independent living, social skills, vocational skills, and functional academic skills
- Communicate in a positive, professional manner with staff/parents/students regarding student and program needs and progress
- Develop quality, compliant IEPs for students
- Implement IEP goals and move students toward meeting those goals
- Collect and report data on vocational skills, independent living skills, and functional academic skills for all students
- Assist student and families in connecting with adult agencies (Vocational Rehabilitation, SSI, service providers, transportation, etc.)
- Observe confidentiality
- Observe policies and procedures of Carmel Clay Schools
- Assist in scheduling, program planning, trainings, problem solving and documentation
- Attend and participate in scheduled department meetings, goal meetings, observations, committee/team meetings
- Develop and carry out educational and professional goals
- Assist students with physical needs such as toileting, feeding, personal hygiene, lifting/transferring
- Assist students in the implementation of assistive technology as needed
- Effectively manage instructional assistants assigned to the classroom

Physical and Mental Efforts:

- 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
- 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

- Ability to collect, manipulate, analyze, and interpret data; ability to maintain accurate financial records for assigned accounts
- While performing the duties of this job, the employee is will regularly sit, and occasionally walk and stand.

Work Relationships:

- All teachers in the building, building administration, district administration, parents.

Regular Work Hours/Travel Requirements:

- Normal school day hours
- Travel to district meetings and case conferences in other buildings