FY 22 JOB DESCRIPTION

Department: Department of Youth Services program
Title: Itinerant Teacher
FLSA Status: Exempt
Reports to: Teaching Coordinator

Purpose: The Itinerant Teacher provides the duties outlined below and related supports at programs across the region as assigned.

Essential Functions:

- Plan and deliver in-person effective, high quality, culturally responsive, and explicit instruction to youth placed under the care of DYS
- Frequent travel to provide instruction and support to programs across assigned region as directed
- Productively engage in all professional development and training and implement knowledge, skills, and methods promoted
- Implement instructional and assessment strategies, curriculum, and all other identified instructional materials, curriculum guides, and related resources promoted by CES and/or DYS as directed
- Support the development and implementation of multiple concentrations for learning, including, as appropriate, High School equivalency preparation (HiSET/GED), diploma, post-secondary coursework, career readiness.
- Use students’ education background and related information to plan, co-plan, teach, and co-teach (as appropriate), including IEP goals and objectives, 504 plans, EYF education and career goals, learning style information, education assessment packet, etc.
- Demonstrate the soft skills necessary for student success, including establishing high but achievable expectations, encouraging a love for learning, listening to others, being flexible and capable of adjusting to novel situations, showing empathy, being culturally responsive, embedding and encouraging higher order thinking along with teaching foundation skills, having a positive regard for students and promoting a growth mindset
- Utilize effective classroom management skills and strategies (clear norms, rules, and procedures; proactive classroom management; effective instruction) to create a classroom climate that maximizes learning and promotes a positive mood and tone
- Administer state mandated tests (MCAS, GAIN, etc.) within the educational setting and ensure the level of security and confidentiality required
- Administer various assessments, surveys, and evaluations to students as indicated by their supervisor and maintain accurate and complete student records, including grades, attendance, AGR, etc. (Aspen, JJEMS, other) as directed by CES and/or DYS and in accordance with all applicable laws and regulations
- Provide a personalized and culturally responsive approach to education, including utilization of such strategies and methods as blended learning, G-Suite, student-teacher conferences, “advisories,” portfolio development, education and career planning, student voice, etc.
• Curate student learning experiences using G-Suite/Google Classroom and/or other online resources (Edgenuity) as directed by the supervisor
• Develop and maintain mini-unit plans and associated lesson plans in assigned core content area(s) and have available for review at all times, including plans for substitutes to follow as may be necessary for more routine placements, or follow sub plans as indicated
• Participate in up to three (3) parent/teacher conference evening open houses and engage parents/guardians in supporting youth success as directed
• Maintain an effective, creative, and balanced learning environment that meets the needs of all students.
• Provide educational leadership in the absence of the program based Teaching Coordinator, as indicated by regional supervisor or designee.
• Collaborate with site team in scheduling, integration of curriculum, and behavioral procedures
• Maintain effective/positive relationships with CES, DYS, provider agencies, and all other colleagues and supervisors
• Substitute in classrooms, or remotely, as assigned in coordination with the Regional Education Coordinator and/or Assistant Regional Education Coordinator.
• Demonstrate the soft skills necessary for student success, including establishing high but achievable expectations, encouraging a love for learning, listening to others, being flexible and capable of adjusting to novel situations, showing empathy, being culturally responsive, embedding and encouraging higher order thinking along with teaching foundation skills, having a positive regard for students and promoting a growth mindset
• Participate in all staff development indicated by supervisor
• In conjunction with the Regional and/or Assistant Regional Education Coordinator and instructional coach, develop and meet professional growth plan goals, including continued licensure
• Maintain inventory of all classroom equipment and curriculum materials
• Monitor appropriate computer use using tools provided for doing so (e.g. NetRef) and conduct security audits of student history as directed
• Comply with all policies and procedures of host agency and CES

Other Duties and Responsibilities:
• Assume any additional responsibilities as directed by the Executive Director or designee

Required Qualifications:
• Bachelor's Degree from an accredited College or University
• Current Massachusetts secondary level teacher licensure (8-12; 5-12) in one or more of the following core content areas aligned to teaching assignment: e.g. Math, English/Language Arts, Science, Social Studies, Reading.
• Additional grade levels (5-8) in the corresponding subject area is allowable for a duration of up to two years while the employee secures upper grade level certification
• Strong written and oral communication skills
• Valid driver's license and reliable

Preferred Qualifications:
• Master's Degree from an accredited College or University.
• Successful teaching experience with adolescents placed at-risk

Physical Demands:
• Ability to multi-task and respond to demanding job duties with a positive mindset.
- Frequent travel throughout the region and occasional travel to locations throughout the state
- Must be able to enter, exit, and move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Must maintain situational awareness, including awareness of student activity and communication in fast-paced secure residential treatment settings.
- Requires the ability to effectively handle job stress in the performance of duties.
- Ability to curate teaching and learning through Google Classroom, Meet, and/or Zoom as well as other blended learning tools and software technologies

Work Conditions:
- This position includes extensive travel with mileage reimbursement
- Ability to handle interruptions and maintain productivity
- Ability to work with diverse personalities
- Skilled in working both independently and collaboratively
- May be subject to locked settings where the threat of verbal abuse and physical violence exists. Possible exposure to communicable diseases
- Employees expected to follow CES Workplace Safety Standards and DYS Workplace Safety Standards and required COVID-19 prevention and mitigation protocol
- Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards

Terms of Employment:
- 185/187 days per contract, Monday through Friday – CES/DYS School calendar.
- 8 hours per day with benefits according to CES Personnel Policies with limited evening hours
- Teachers are part of a bargaining unit represented by SEIU 509
- Position is eligible for employer subsidized health, dental, life and LTD insurances, as well as other benefits described in the CES employee handbook

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.

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