



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Special Education Teacher for Key Program

POSITION SPECIFICATIONS

REPORTS TO

District Supervisor of Special Education KEY Program and/or building Principal.

PRIMARY FUNCTION

To provide IEP mandated instruction to students in a highly structured and supported classroom environment.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut teacher certification in Special Education.

EDUCATION

Bachelor's degree or higher in special education or related field.

EXPERIENCE

Experience in Applied Behavior Analysis (ABA), Discrete Trial Instruction (DTI), Augmentative and Alternative Communication (AAC), and administering/interpreting autism-specific assessments.

SKILLS, KNOWLEDGE & ABILITIES

- Adheres to practices aligned with the District's vision and mission to engage students and promote accountability.
- Remains current with best practices recommended for students with Autism Spectrum and/or other developmental disabilities.
- Utilizes a data-based decision-making model to design, analyze, implement, evaluate and modify individualized educational programs to ensure student success and whole child development.
- Plans instruction to achieve learning objectives related to individual/group needs, the academic program, social/emotional growth and the cultural background of students.
- Effectively organizes time, space, materials and equipment for instructional purposes.
- Demonstrates excellent oral and written communication skills and works collaboratively with colleagues from various disciplines to support student success.
- Coordinates and oversees program implementation by para-educators and provides training and supervision, as required.
- Observes students in the District as requested by the Director of Pupil Services or KEY Supervisor.
- Works and/or plans collaboratively with general education teachers to support skill development and generalization of skills across school settings.
- Presents on professional development topics, when appropriate, for contributing to the theory and skill development of others.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Utilizes effective classroom management skills and positive behavioral supports to maintain a safe and supportive learning environment for all staff and students.
- Provides case-management and communicates regularly with families.
- Administers, scores and interprets assessments for the purpose of special education identification, program development, progress monitoring and program reviews.
- Provides direct social skills instruction to support social emotional learning and the development of independent problem-solving skills.
- Utilizes district technology for IEP documentation and record-keeping.
- Follows protocols, including adhering to established timelines, for meeting all Federal and State mandates.
- Plans and participates in PPT meetings, parent-teacher conferences and case consultations.
- Attends required staff meetings and professional development activities.
- Applies teaching theories and techniques across the day to support academic achievement, acquisition of communication skills, independent living skills, and positive social/emotional development.
- Establishes and maintains student data and effectively utilizes data when reporting progress and needs.
- Works collaboratively with the school, community and home teams to ensure the successful generalization of skills across all environments for students.
- Assists students, to the extent necessary, in daily self-care, transitioning and adapting to school routines.
- Applies strategies for assisting students with the development of regulation and coping skills for creating productive and well-adjusted citizens.

ADDITIONAL DUTIES

- Ensures proper care of instructional equipment and materials.
- Participates in all mandatory training activities, including yearly refresher training for de-escalation techniques and restraint protocol.
- Promotes and contributes to inter-departmental and school activities and programs.
- Contributes to school committees, staff meetings and other staff efforts, as requested.
- Reflects on and improves personal practice and follows all teacher evaluation procedures.
- Follows district and school expectations as established by the Teacher's Contract, Principal and District.
- Additional job related duties as assigned by the District Special Education Supervisor and/or building Principal.

EQUIPMENT

Must be able to use a personal computer and job-related equipment.

TRAVEL REQUIREMENTS

Travel between schools, as needed.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

As per Agreement with the New Britain Federation of Teachers.

WORK SCHEDULE

As per Agreement with the New Britain Federation of Teachers.

UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

FUNDING SOURCE

Determined by position.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 01/17 KG
BOARD APPROVED: 02/06/17