



**THOMASTON BOARD OF EDUCATION**  
**Thomaston, Connecticut**

**Position Description**

<b>JOB TITLE:</b>	<b>Certified Teacher – Extended School Year Program</b> (Part-Time/Summer/temporary)
<b>DEPARTMENT/SCHOOL:</b>	<b>Pupil-Personnel Services</b>
<b>REPORTS TO:</b>	<b>Director of Pupil-Personnel Services</b>

**POSITION SUMMARY/PURPOSE:**

To facilitate the success of special education students' growth in academic and interpersonal skills through implementing district approved curriculum; document instruction, student progress, activities, and outcomes; address specific educational needs of individual students by creating a flexible, safe and optimal learning environment; and provide feedback to students, parents, teachers, administrators and other staff regarding student learning and progress toward goals.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- Assist students, teachers and other staff in implementing IEP's and behavior management plans.
- Coordinate with administrators, teachers and other staff to ascertain individual student abilities and needs, including students with special needs.
- Effectively communicate with parents.
- Promote a classroom environment that is safe and conducive to student learning, individualized and small group instruction.
- Develop lesson plans and instructional materials and translate lesson plans into learning experiences to best utilize the available time for instruction.
- Teach literacy and numeracy skills and other appropriate learning activities, utilizing a course of study adopted by the Board of Education.
- Establish, maintain, and ensure that student conduct conforms to district standards and policies and hold students to behavior standards necessary to achieve a functional learning atmosphere in the classroom.
- Supervise students in activities that take place in and out of the classroom during the Extended School Year Program day, including activities involving school transportation.
- Conduct student assessments to plan instruction; assess the accomplishments of students on a regular basis and provide progress reports.
- Use a variety of manipulatives and hands-on activities to support content standards, Connecticut Core Standards, and the needs and capabilities of the individuals or student groups involved in your instruction.
- Create a classroom environment and researched-based program of study that is conducive to learning and appropriate to the developmental interests of students.
- Maintain accurate, complete, and correct records of student interventions and progress as required by law, district policy, administrative guidelines, and/or specific program requirements.

**ADDITIONAL DUTIES:**

- Perform other related tasks as assigned by the Director of Pupil-Personnel Services, Principal and other administrators as designated by the Superintendent.

**Note:** *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**EQUIPMENT:**

- Standard office and classroom equipment.

**TRAVEL:**

- Ability to travel to school district buildings and professional meetings as required, including on a school bus or van.

**WORK SCHEDULE:**

- Work schedule as set forth by the Director of Pupil-Personnel Services or Principal.

**SKILLS, KNOWLEDGE, ABILITIES:**

- Knowledge of current teaching methods and educational pedagogy, including the ability to differentiate instruction per student learning styles and academic or behavioral needs.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of research-based, multisensory interventions and the ability to apply them in work with students.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with administrators, teachers, other staff, students and parents.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Knowledge of Special Education principles, theories, testing, methods, etc. as well as proven methods of maximizing the educational experience of students with special needs.

**PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:**

- Work in standard office and school building environments.

**QUALIFICATIONS PROFILE:**

- **Certification/License:**
  - Applicable Grade-Level and/or Content-Area Connecticut Educator Certificate.
  - Motor Vehicle Operator's License or ability to provide own transportation.
- **Education:**
  - Special Education Certification (165, 065) or equivalent, required.
- **Experience:**
  - Five years successful experience as a special education teacher, preferred.

FLSA Status: Exempt

**DISCLAIMER:**

*This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*Last Revised: March 2017  
Board Approved March 2017*