



Position Description

Title: Teacher		
FLSA Class: Exempt	EEO Category: Professionals	WC Class: 8861
Job Title #1000039	Salary Grade:	
Date Approved: May 3, 2017		
Revision: Updated IL and MO requirements		
Revision Date: May 4, 2018	Job Class: Education	

Purpose of Position

This position is responsible for teaching students the academic and social skills in a private educational system. The Teacher will work directly with Therapists, Teachers, Teachers Assistants/Aides, Youth Care staff, adjunctive therapists, and other members of the treatment team. External contacts include parents/guardians and public or private schools, treatment providers and referral agency personnel. Expected communication includes a discussion of the needs of the child, as well as their progress. This position reports to the Director of the program.

Major Duties (*Essential Element)

- Meets and instructs assigned learners (caseload, class, peers, in-service, children, pupils, students) in the locations and at the times designated*
- Creates an environment that is appropriate to the maturity of the student and conducive to learning
- Establishes and communicates to the student clear objectives for lessons, units, and projects*
- Clarify lesson planning and other written evidence of program preparation.
- Encourages students to set and maintain appropriate standards of behavior both academically and meeting treatment standards
- Administers, interprets, and records standardized tests*
- Checks students' work, corrects papers, collects data, and supervises testing and make-up work*
- Employs a variety of instructional techniques which are compatible with the physical space and the needs and capabilities of the individuals or student groups involved
- Strives to improve and maintain professional competence
- Attends staff meetings and serves on staff committees if required
- Functions within the policies and procedures as outlined in the program manual
- Schedules classes to meet students' specific instructional needs

- Evaluates and orders materials necessary for instruction, and trains Teacher's Assistants/Aides in their use
- Evaluates the progress of each child enrolled by conducting observations, data analysis and/or review written reports from the team
- May assist assigned students in such physical tasks as putting on and taking off outwear, moving from room to room, using lavatory, etc.
- Assists with SCM techniques when trained and applicable to the educational setting
- May assist with breakfast, lunch, snack, clean up, wash up, and toilet routines.
- Assists with health-related procedures such as, but not limited to, feeding, lifting, positioning, carrying, and toileting if required by the program
- Utilizes learning aids, including multi-media and technology resources.
- Participates on the diagnostic team and attends eligibility conferences depending on the program
- Implements research based intervention programs
- Lead and attend IEP and/or 504 plan as needed
- Bench marking partner district assessments as needed
- Supervises Teacher's Assistant/Aide as needed
- Operates teaching aids, i.e. DVD players, computers, Smart Boards, etc.

Working Conditions

School environment. The environment is generally favorable with lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This position requires standing, walking, talking or hearing as well as lifting up to 10 pounds constantly. Using hands to handle or feel happens frequently as well as stooping, kneeling or crawling and lifting up to 25 pounds. The employee is required to perform SCM training and techniques. Physical ability to react and intervene quickly during crisis situations; such as but not limited to: student elopement, physical altercations or any situation that requires physical intervention to maintain student safety. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility:

None

Supervisory Responsibility:

Supervises Teacher's Assistant/Aide

Qualifications

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. Qualifications include the ability to write routine reports and correspondence as well as the ability to speak effectively one-on-one and before groups.

Mathematical Skills

This position requires the ability to apply concepts of basic math, algebra, and geometry. The ability to use descriptive and inferential statistics to analyze, interpret and present data.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. The ability to deal with problems involving several concrete variables in standardized situations as well as the ability to problem solve simple and complex issues are essential.

Required Education and Experience

Missouri: A Bachelor's degree in Education or a related field and a state license to teach and Special Education Certification required

Illinois: A Bachelor's degree in Education or a related field and a state license to teach with Learning Behavior Specialist endorsement

Preferred Education and Experience

- A valid class E Missouri driver's license and a good driving record are required due to need to transport children
- For the Recovery School: Experience in serving populations affected by mental health issues and substances use disorder preferred

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____