



## Position Description

Title: Teacher I		
FLSA Class: Exempt	EEO Category: Professionals	WC Class: 8861
Job Title #070010	Salary Grade:	Purchase authority: 0
Date Approved: May 18, 2020		
Revision Date:		
Revision:	Licensure: MO DESE Substitute Certification; Temporary Teacher Authorization	

### Purpose of Position

This position is responsible for teaching students the academic and social skills in a private educational system alongside Teacher II. The teacher will work directly with therapists, teachers, teacher assistant - youth care specialists, 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 discussion of the needs of the child as well as the child's progress. This position reports to the program director/associate director.

### Major Duties (\*Essential Element)

- Become familiar with the teaching procedures used by the teacher, the teacher's schedule of activities, the continuity of academic progression, and the materials and equipment available
- Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
- Assist the teacher in devising strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher
- Meet with and instruct assigned learners (caseload, class, peers, in-service, children, pupils, students) in the locations and at the times designated \*

- Create an environment that is appropriate to the maturity of the student and conducive to learning
- Establish and communicate to the clear student objectives for lessons, units, and projects \*
- Clarify lesson planning and other written evidence of program preparation
- Encourage students to set and maintain appropriate standards of behavior both academically and meeting treatment standards
- Administer, interpret, and record standardized tests \*
- Check students' work, correct papers, collect data, and supervise testing and make-up work \*
- Employ a variety of instructional techniques which are compatible with the physical space and the needs and capabilities of the individuals or student groups involved
- Strive to improve and maintain professional competence
- Attend staff meetings and serve on staff committees if required
- Function within the policies and procedures as outlined in the program manual
- Schedule classes to meet students' specific instructional needs
- Evaluate and order materials necessary for instruction, and train Teacher's Assistants/Aides in their use
- Evaluate 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.
- Assist with Safe Crisis Management (SCM) techniques when trained and applicable to the educational setting
- May assist with breakfast, lunch, snack, clean up, wash up, and toilet routines
- Assist with health-related procedures such as, but not limited to, feeding, lifting, positioning, carrying, and toileting if required by the program
- Utilize learning aids, including multi-media and technology resources
- Participate on the diagnostic team and attend eligibility conferences depending on the program
- Implement research-based intervention programs
- Lead and attend IEP and/or 504 plans as needed
- Benchmark partner district assessments as needed
- Operate teaching aids, i.e. chrome book, computers, Smart Boards, iPads etc.
- Other duties as assigned for the betterment of Great Circle

### Competencies

- Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy

- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

### Required Education and Experience

- Missouri Substitute: A Bachelor's degree and a Missouri Department of Education Substitute Certification **OR**
- Temporary Authorization Certificate: Actively working towards acquisition **OR**
- Para Pro: Only currently employed TA's who are not able to obtain a sub cert or TAC can use this qualification for this role

### Preferred Education and Experience

- Experience work with children and families in a trauma informed environment

### 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.
- Possess a valid class E Missouri driver's license and a good driving record are required due to need to transport children

### Working Conditions

Office or school environment. Working environment generally favorable.

### 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 person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

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

Employee printed name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_