



Formerly Niagara Children Education & Treatment Center
9812 Lockport Road, Niagara Falls, NY 14304 (716)297-1478 X160

JOB DESCRIPTION

Position Number: Multiple Job Title: Special Education Teacher

Division: Education Department: Children's Academy

Reports To: Education Assistant Supervisor Prepared by: Dr. Kathleen Bailey (DE)

FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

The Special Education Teacher will perform a variety of educational services. The Teacher is the child's program manager for children receiving educational services through this agency and in a variety of settings. The Teacher will receive general direction from, and directly reports to, the Education Coordinator or Resource Teacher.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- The Teacher designs and implements lesson plans for the development of cognitive, emotional, social, language and motor skills based on each individual's plan.
- Coordinates all classroom activities
- Conducts initial CPSE evaluations and EIP evaluations as scheduled and within timeframes.
- Develops, maintains and posts weekly lesson plans based on the child's IFSP and/or IEP, school wide theme, NCETC's Quality Indicator Guide and NCETC approved curriculums.
- Maintains a posted daily schedule for class.
- Develops, maintains and follows a current schedule of services (SEIT, classroom, evaluations and/or combination).
- Completes all required paperwork within the timeframes designated by Empower and regulations.
- Fosters team collaboration, including family/guardian to enhance the individual's program
- Initiates and conducts an FBA as necessary
- Initiates and develops behavior plans as indicated by NCETC's behavior management policy
- Designs and implements individual IEP's and IFSP's, including PLEPS, goals, objectives, and outcomes

- Provides ongoing assessment of individuals
- Cares for diagnostic and therapeutic/educational materials and requests additional materials as needed
- Communicates with individuals' family/guardian
- Schedules and participates in team meetings and case reviews
- Other duties assigned by Education Coordinator, Resource Teacher or Director.

III. OTHER DUTIES AND RESPONSIBILITIES

- Attends meetings and trainings
- Maintains current knowledge of new teaching strategies and approaches including Applied Behavior Analysis.
- Models and utilizes positive, constructive, encouraging approaches at all times and follows agency behavior management policy
- Revises schedule to accommodate families and special circumstances as approved by Educational Coordinator or Resource Teacher
- Maintains the highest level of individual/employee confidentiality
- Remains knowledgeable of agency policies and procedures as they relate to position
- Provides related in-services when requested
- Coordinates affiliations with various colleges/universities and provides instruction to college students when mutually agreed upon with Education Coordinator or Resource Teacher.

IV. SUPERVISORY RESPONSIBILITIES

The Teacher is responsible to assign work and provide direction to the Teacher Aides in their classroom ensuring positive approaches and total engagement. May be requested to give input to the Education Coordinator or Resource Teacher about the aides they work with, which may be used in the performance evaluation process.

V. KNOWLEDGE AND SKILLS

The Teacher must possess the minimum of a Bachelor's degree from an accredited college and NYS certification as a Special Education B-Grade 2; unspecified Special Education Teacher degrees are acceptable in accordance with the Office of Teaching regulations.

The Teacher must be able to maintain the ability to create a positive learning environment; maintain a well managed classroom environment; possess strong interpersonal and writing skills; be able to work under deadlines and complete accurate, timely work; be able to establish a positive rapport with the population served and be flexible and creative by tailoring their approach to the individual's needs

VI. EXTENT OF PUBLIC CONTACT

- Greets and interacts with families in a professional manner.
- Represents Empower at committee meetings as necessary

- Provides services in homes and community sites, displaying courtesy, tact and professionalism.

VII. FUNCTIONAL ABILITIES (with or without reasonable accommodation)

- Visual and auditory acuity sufficient to conduct accurate and thorough assessments using verbal and non-verbal cues.
- Ability to lift and/or transfer children up to 50 pounds and transport materials to provide services in the community without assistance.
- Ability to bend or stoop in order to work with children at their level
- Ability to provide Help Understanding Guidance and Support (HUGS) after trained.
- Flexibility to work when needed to meet staffing needs or training requirements.
- Ability to travel to and work in a variety of community settings.