



## **JOB DESCRIPTION**

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Approved: Henry Vriesema, ED

FLSA: Exempt

**Job Title: Special Education Teacher/UPK Teacher (School Age)**

**Department: Education**

**Reports to:** Assistant Executive Director of Education

### **Position, Summary and Distinguishing Features:**

To provide services to children who have disabilities that are eligible for special education services. To provide specialized, individualized academic instruction utilizing appropriate strategies to identified students with moderate to severe learning disabilities.

### **Essential Job Functions:**

- Complete Therapeutic Crisis Intervention (TCI) Training & recertification to maintain employment; minimum of Quarterly Therapeutic Crisis Intervention (TCI) Refresher training as requested.
- Provide students with specialized, individualized instruction based on their IEP and unique needs.
- Conduct preschool/school age assessments.
- Monitors individual student's progress utilizing data that reflects student performance on his or her IEP goals; adjusts instruction as needed based on analysis of the data.
- Participate as a member of the IEP team and provides input to the IEP Goals.
- Act as case manager for assigned students.
- Assess students and write individual goals to meet the individual student needs.
- Adhere to Preschool/school age Part 200 regulations.
- Plan, design and implement comprehensive lesson plans.
- Collaborate with other teachers and staff in a professional manner.
- Monitor student progress and the overall effectiveness of the teaching models.
- Understand and relate to students with special needs assuring the proper implementation of educational programs, including assisting school psychologist in designing and implementing appropriated behavior management strategies for use in instructional and disciplinary purposes.
- Prepare all necessary reports and maintain educational records required and necessary to provide a quality educational program.
- Establish and maintain cooperative and effective working relationships with parents, and all education staff.
- Communicate effectively with parents, team members, staff, and agency representatives.
- Demonstrates knowledge of special education laws as well as The Arc of Orange County policies and procedures.

- Participate in professional development and maintain a high level of professional competence.
- Establishes and maintains a safe, orderly, and child centered classroom environment.
- Perform other duties as needed by certificated employees in addition to the regular teaching assignment.
- Serve as a member of the district's IEP team and assist with assessment, program planning/IEP development
- Accurately records the daily individual goal work of students as directed in the IEP.
- Manages student's behaviors using approved behavior management techniques as outlined in the IEP.
- Records behavioral data as per the IEP.
- Complies with incident reporting procedures.
- Conducts weekly team meetings and special in-service trainings as directed by supervisor.
- Accepts and follows directions and assignments.
- Accepts and uses correction, supervision, and training to improve job performance and/or to learn new skills.
- Complies with agency time and attendance procedures.
- Maintains proper safety standards at all times.
- Never leaves students unattended.
- Adheres to agency policies and procedures including Code of Conduct.
- Trained in behavior management techniques
- Familiar with early childhood developmental stages, social development, language development, physical development and readiness to learn.
- Organized.
- Able to follow directives as stated by supervisor.
- Communicate effectively both orally and in written form.
- Facilitate problem solving with diverse groups of educators.
- Attends all meetings called by the Assistant Executive Director of Education.
- Attends team meetings, staff conferences, and any meeting as requested by Assistant Executive Director of Education.
- Respects children, staff and family's confidentiality at all times.
- Complies with agency time and attendance procedures.
- Maintains proper safety standards at all times.
- Notifies the Assistant Executive Director of Education when maintenance is needed.
- Adheres to agency policies and procedures including Code of Conduct.
- Performs other duties and assumes other such responsibilities as may be assigned by the Assistant Executive Director of Education.

#### **UPK TEACHER ADDITIONAL RESPONSIBILITIES:**

- Meetings required at Middletown School District one (1) time per months (2 hour meetings)
- Attend UPK Conference days at Middletown School District two (2) times per school year (full conference day)
- Meetings/supervision with UPK social worker at GRC one (1) time per week
- UPK Attendance
- Follow Common Core Curriculum
- Test UPK students three (3) times per school year

- Complete UPK report cards three (3) times per school year
- Meet with UPK parents three (3) times per school year
- Complete UPK daily notes
- Submit UPK lesson plans monthly to Middletown School District

**Working Relationships:**

Team player with the ability to develop strong relationships with employees across all locations.

**Qualifications/Knowledge and Critical Skills/Expertise:**

- Master’s Degree in Special Education
- NYS Certification: Early Childhood Education for Students with Disabilities Birth-Grade 2
- NYS Certification: Elementary Education/Secondary for Students with Disabilities (Grades 1-6)
- Minimum of one (1) year experience teaching children with disabilities

**Language/Communications Skills:**

1. Ability to understand, interpret, convey, and implement instructions and directions.
2. Verbal and written communications skills.
3. Flexibility, poise, tact, and the ability to develop rapport with children of varying ages, background and positions.
4. Ability to read, analyze, and interpret data, general business periodicals, professional journals, technical procedures, or governmental regulations.
5. Ability to write reports, business correspondence, and procedure manuals.
6. Ability to effectively present information and respond to employees questions.

**Mathematical Skills:**

1. Ability to add, subtract multiply and divide units of measure, using whole numbers, common fractions and decimals.

**Environmental Conditions:**

1. Fast-paced.
2. Standing/Walking/Mobility: Must be able to stand to operate equipment; mobility to embark and disembark from equipment 75—100%.
3. Must be able to work in an environment that includes, but is not limited to noise, cold, heat and odors 75-100%.
4. External Conditions: Must be able to work in a position requiring exposure to weather conditions 25-49%.
5. Must be able to work in a position requiring exposure to hot, cold, humid, wet, or windy weather conditions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

1. Stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear; and smell
6. Physically able to bend/stoop, kneel, squat, crouch, crawl, push/pull, reach above and below shoulder level frequently and move about quickly.
7. Occasionally required to sit.
8. Occasionally required to lift and/or move more than 100 pounds, frequently lift and/or move up to 50 pounds, and regularly lift and/or move up to 25 pounds.

9. Ability to transfer individuals independently, with a mechanical lift or with the assistance of another staff person.
10. Adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to needs of children served, including when not in immediate vicinity. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
11. Exposed to bites, kicks, punches, spitting and other physical behaviors of children.
12. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials 75-100%.
13. Daily computer operation at workstation up to one hour at a time, requiring sitting, viewing screen, and operating keyboard and computer mouse.

**Additional Requirements:**

1. Pass Therapeutic Crisis Intervention (TCI) test within one year of hired date.
2. Participate in training to prepare for student exams as required by NYSED requirements.
3. Annual physical mandated.
4. Employee is responsible for updating physical within required time limits.
5. Annual flu shots are required in accordance with Orange County Department of Health.
6. PPD vaccinations are required.

**Americans With Disabilities Act:**

Reasonable accommodations will be made in compliance with the Americans With Disabilities Act of 1990 and ADAAA of 2008.

**Occupational, Safety and Health Act:**

Exposed to human body fluids and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EEO**

I acknowledge that I have received a copy of the job description for the position I am being offered as Special Education Teacher/UPK Teacher for School Age. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with The Arc of Orange County.

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Employee Name (Please Print)

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Employee Signature

Date