

Special Education Teacher

Chileda's mission is to improve the quality of life for individuals with cognitive and behavior challenges. Chileda's goal is to help students increase their appropriate social behaviors and develop independent living skills, through an enriched learning environment and individualized behavior programming. Chileda's population includes children and young adults with special needs including Autism, Attachment Challenges, related developmental delays, and intensive behavioral needs.

CLASSIFICATION:
EXEMPT

WORKERS SUPERVISED:
ASSIGNED TEACHER
ASSISTANT (TA),
DSP's WORKING IN
CLASSROOM

CHILEDA VALUES:

SAFETY
COMPASSION
LEARNING
COLLABORATION
RESPECT

SUMMARY: Special Education Teachers are responsible for the overall operation of assigned classroom, including student evaluation, ensuring student Behavior Plans are implemented with fidelity, and the design and implementation of Individualized Education Programs (IEPs). Develop and implement viable and productive lesson plans and educational experiences for students within the framework of each student's assessed strengths and needs. The Special Education Teacher will provide overall direction and supervision of their assigned classroom in coordination with Chileda's programming goals.

REQUIRED EDUCATION & EXPERIENCE:

- Requires a minimum of a bachelor's degree in special education or related field.
- A valid special education teaching license from the Wisconsin Department of Public Instruction (DSI) is required or ability to obtain a license within 2 years.
- Minimum of two years of work experience working with individuals with developmental disabilities, Autism Spectrum Disorder and attachment

challenges is preferred.

- Must possess intermediate computer skills to learn and operate software programs.
- Ability to lead, take charge, problem solve, and give direction.
- Ability to take on responsibilities and new challenges.

GENERAL HOURS OF DUTY: Generally 8 AM – 4:30 PM, Monday through Friday. Additional or flexible hours or days of work may be required. This is an exempt, benefited position averaging a minimum of 40 hours of work per week.

REPORTS TO: Education Manager

JOB DUTIES:

- Demonstrate respect, learning, safety, compassion, and collaboration when interacting with students and interdisciplinary teams.
- Carry out the essential functions of the classroom to include; setting up daily group and individual student schedules, develop and implement lesson plans, seatwork, activities and other programming as appropriate.

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- Develop and maintain an Individualized Education Program (IEP) for each special education student assigned to caseload. Monitor progress for quarterly and annual reviews, including a transition plan (for students aged 14 and older) outlining specific steps to prepare students with disabilities for daily life after graduation.
- Complete individualized academic assessments for IEPs, 3-year re-evals, and as needed.
- Collaborate with the treatment team to develop SMART (specific, measurable, attainable, relevant, time-bound) IEP and Treatment Plan goals to improve the students' quality of life.
- Coordinate all reports, including teachers, specials, medical, Case Manager, for IEP development, ensure distribution of IEP for students on case load to all internal and external parties.
- Act as Chileda Case Manager for assigned Day School Students including communication with LEA and parent/guardians.
- Actively communicate with all assigned students' parents and guardians and assigned residential student's internal Case Manager.
- Facilitate IEP and quarterly meetings, ensuring that each member of the IEP team participates, stays focused and advocates for the needs of the student, mitigates disagreements that may arise during the meeting and ensures follow up to questions.
- Ensure that accurate, reliable data is taken and recorded in regards to IEP goals and objectives, grading data, behavior data, communication logs and updates, treatment goals and therapy goals data, incident reports, emergency intervention forms, and seizure activity logs before the end of the shift.
- Work collaboratively with the behavior department to provide individualized behavioral treatment that is implemented with fidelity within the classroom.
- Ensure that the TA and staff assigned to the room for the day are adequately trained to work in the classroom including classroom orientation, individualized student behavior program training, student specific teaching or instruction methodologies, and policies and procedures.
- Provide positive and corrective feedback (as needed) to TA's and Direct Support Professionals in the classroom on a daily basis.
- Stay up-to-date with current trends in treatment and ensure utilization of evidence-based approaches.
- Demonstrate professional communication skills while maintaining confidentiality in reporting progress. Model positive verbal/non-verbal communication at all times.
- Maintain a safe and organized learning environment that promotes student learning. Incorporate components of a structured teaching environment.
- Attend all scheduled department meetings, case conferences for students on case load, and Core Team meetings as appropriate.
- Work collaboratively with all levels of staff positions to promote the therapeutic nature and philosophy of Chileda.
- Follow and ensure those supervised are following Chileda's Policies and Procedures, accreditation standards, and licensing regulations.

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- Assist in crisis intervention, as well as offering staff advice and support in crisis situations with emphasis on non-aversive interventions to deescalated behavioral situations.
- All other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this position. The person in this position needs to frequently walk about inside the education building to access files cabinets, office machinery, and conference rooms. There is constant use of hands/fingers to operate a computer, and frequent use to operate phones, photocopiers, filing cabinets, and fax machines. Must be able to talk and hear to communicate with and exchange information with co-workers. While performing the duties of this job, there is frequent physical interaction with students in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint. Employee must be able to perform all essential functions without direct risk of harm to others or themselves. Please see Essential Functions document for specific position physical demands.

WORK ENVIRONMENT: Work is generally performed within a classroom setting and in an office environment at a desk with a computer. There is frequent interaction with students and residents in classrooms, and throughout the education building.

DISCLAIMER: The statements of this Job Description are intended to describe the general nature of the work being performed and are not assumed to be a complete list of tasks. This Job Description does not establish a contract and are subject to change at Chileda's discretion at any time. Employment at Chileda is at-will. Employment at-will means that Chileda may terminate or change the status or your employment at any time, with or without reason, and with or without notice.

RECEIVED BY:

Employee Signature

Date

Employee Name (Please Print)

Supervisor Signature

Date

Supervisor Name (Please Print)