

## Job Description

Ellis School of Atlanta, Inc.



**Job Title:** Special Education Teacher

**Reports To:** Administrator/Principal

**Supervises:** Interveners, Communication Facilitators, Classroom Aides

### Position Summary:

The special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings. The person in this position is responsible for creating a flexible program and learning environment that provides specialized instruction for students, such that the students benefit from the age-appropriate/grade level equivalent curriculum to the greatest extent possible when supported with supplemental aides, accommodations and other needed supports.

### Essential Duties:

- Develop or select & modify lessons and/or general education curriculum and materials to meet individual student learning needs while incorporating State standards as appropriate.
- Employ specialized & best-practice based instructional techniques, technologies & methodologies to support student progress & improve the development of sensory- and perceptual-motor skills, language/communication, cognition & memory through academic, therapeutic, adapted living skills and community-based instruction.
- Develop, implement, monitor & review the Individualized Education Program (IEP) designed to promote students' educational, physical & social/emotional development for each student on the caseload.
- Administer evaluations of student progress on an on-going & regular basis while maintaining accurate & complete records, per state laws, Ellis School policies & administrative protocols.
- Manage the collection, synthesis & reporting of data, evaluations, curriculum summaries & other relevant observations for each student through Ellis School standard documentation and reporting protocols for Program and/or progress monitoring.
- Plan, create & maintain a unified and flexible classroom schedule that balances individual & group instruction incorporating all academic domains, related arts, therapeutic needs, adapted living skills & community based instruction.
- Maintain & continue to promote a learning environment where all students' growth and development is expected and continuously cultivated.
- Other responsibilities as assigned by the Administrator and/or necessary for the management of the classroom environment or other related School activities.

### Additional Responsibilities:

- To work professionally, collaboratively, and fully with Parents/Guardians, Administration and a wide variety of Service Providers/Consultants that may include: Interveners/Communication Facilitators, Educational Specialists, Therapists and other Professionals.
- Creative use of technology to regularly support instruction & administrative/derical tasks.
- Prepare for & facilitate IEP meetings for each student on the caseload using a student-centered approach.
- Become familiar with students' individual communication methods and strategies, such as ASL/modified tactile sign language, edit/modify/manage Student's speech generating device(s), use of multiple communication modalities simultaneously, etc.
- Promote and/or facilitate instructional strategies in the Student's home as deemed appropriate by the IEP team.
- Maintain frequent & regular communication between home and school, through formal & informal communications, and Parent-Teacher meetings.
- Participates regularly at site-based, regional, and statewide training in the area of complex communication dysfunction.
- Have or develop a working knowledge of local and national resources regarding effective instruction & positive supports for implementation with all students with disabilities including complex communication dysfunction.

**Other Responsibilities:**

- Delegate and/or participate in classroom needs, including resource management, allocation, and cleaning as needed.
- Administrative duties associated with Students' on caseload (taking meeting notes, organize documentation, maintain electronic files/photos, etc.)
- Oversee implementation of medical monitoring, nutritional support and/or dietary needs outlined by IEP team.
- Devote a reasonable amount of out-of-class time to curriculum development, sponsoring student activities, and to other duties assigned by the Administrator. This may also include participation in school-wide activities, general school functions, and/or activities for the promotion of the school in local and national forums.
- Provide mentorship and/or monitor training to new Interveners, Communication Facilitators and/or Special Education Teachers.

**Minimum Qualifications:**

**Education:** Master's Degree required in an approved program for special education or related specialty (Teacher of the Hearing Impaired, Teacher of the Visually Impaired, etc.)

**Certification/Licensure:** Valid Georgia Teacher Certification for area of specialization required. If current certificate is valid in another state, it must be transferrable to Georgia.

**Experience:** Minimum of 5 years classroom experience preferred.

**Knowledge/Skills/Abilities:**

- Creativity & flexibility in all aspects of instruction and team/classroom management
- Excellent communication/presentation skills both written and verbal
- Excellent organizational & time management skills
- Excellent human relation skills with Individuals & Groups
- Excellent classroom management skills
- Knowledge of IDEA requirements
- CPR certified (must be current) & knowledge of basic first aid methods, techniques for positioning and moving physically challenged students
- Feels comfortable working in close physical proximity to students while frequently using touch to communicate with & instruct students who are primarily tactile learners.
- Shows interest in developing additional knowledge & skills.
- Ability to understand and follow directions, established policies & procedures, designated lines of communication & authority.
- Demonstrates frustration tolerance, emotional maturity, stability & ability to perform under stress.
- Shows ability to exercise good judgment, cooperation, tact & discretion in dealing with the Student, family & others.

**Working Conditions:**

- Classroom environment
- Community based instruction/enrichment programming

**Physical Demands:**

- Ability to lift and carry 30-50 pounds with assistance
- Ability to push or pull a maximum of 50 pounds
- May require extensive walking, stooping, crouching, and/or sitting on the floor
- May have to diaper, catheterize, lift, position, tube feed, and assist with eating and toileting.