

## BrightStone Job Description

**Title: Lead Teacher Special Education**

**Date Prepared: 3/5/19**

**Reports To: Program Coordinator**

**FLSA: Exempt**

### **Position Summary:**

Works directly with students in a classroom environment to facilitate learning, provide oversight of work performance and encourage social skill development with an emphasis on individualization.

### **Principal Duties and Responsibilities:**

A Lead Teacher at BrightStone will have the following duties:

#### A. Maintain the Care and Safety of the Students

1. Familiarize yourself with students' psycho-educational, vocational, and medical evaluations and family history
2. Maintain BrightStone Safety Notebook in absence of Program Coordinator
3. Facilitate emergency plan(s) under direction of Program Coordinator and Director of Operations
4. Maintain a positive environment by impacting the physical and emotional well-being of the students
5. Monitor and/or take care of personal and/or toileting needs of students
6. Consistently monitor students for safety
7. Share with Program Coordinator any communication with families/caregivers concerning students.
8. Report to Program Coordinator (or see Handbook) any and all instances of suspected and/or witnessed acts of abuse or neglect toward a student by any person
9. Communicate all health-related or accident information to the nurse
10. Monitor arrival and departure of students
11. After training, maintain any and all student medication administration, as designated by Program Coordinator

#### B. Facilitate the Implementation of the Curriculum

1. Design and implement developmentally appropriate lessons plans with specific attention to individual modes of learning, intellectual abilities, and progressive independence, and IPP goals.
2. Participate in conducting Morning Meeting with students
3. Monitor the classroom and facilitate work of students
4. Establish the visual appeal of the classroom with regard to effect of over-stimulation
5. Assist Program Coordinator in facilitating work assignments of teacher assistant(s), teacher aide(s), and volunteer(s)

6. Participate in planning and facilitation of student training in daily living skills, functional academics, learning and leisure, and physical wellness
  7. Assist Program Coordinator in implementing Special Olympics
  8. Assist Program Coordinator in overseeing intern programs
  9. Assist Program Coordinator in determining and facilitating field trips
  10. Obtain prior approval from Program Coordinator for all classroom purchases
- C. Evaluate and Monitor Student Progress on Individual Program Plans
1. Participate in setting individual IPP goals
  2. Compose individual student goals
  3. Record student accomplishment of IPP goals
  4. Monitor and record student learning concerns, suggestions and/or requirements for success, and implementation procedures
  5. Participation in all student IPP meetings

**Other Duties and Responsibilities:**

- A. Participate in Program Planning
1. Maintain and facilitate as designated by Program Coordinator a daily plan/schedule for learning activities which may include:
    - a. Assist Program Coordinator with program planning as needed
    - b. Assist Program Coordinator in planning community activities, as needed
    - c. Assist Program Coordinator with assignments to any community activity, as designated
  2. Participate on Curriculum Team
    - a. Meet with Program Coordinator as needed for planning, communication, and implementation of the curriculum
    - b. Determine equipment, material, and supply needs for curriculum implementation and assist in ordering and/or purchasing as needed
  3. Meet with Teacher Assistant(s) daily for instruction, direction, and planning
  4. Plan with and submit yearly budget recommendations to Program Coordinator
  5. Monitor budgeted expenses in classroom, as needed
- B. Assist in Record-Keeping which may include:
1. Record attendance, in absence of Nurse
  2. Record any and all necessary individual student performance status and information
- C. Implement Plans and Direction of Program Coordinator

**Knowledge, Skills and Abilities Required:**

A. Knowledge:

Bachelor level degree or greater in Special Education; special education teacher certification

B. Skills:

1. Communicate clearly utilizing verbal and written skills.
2. Demonstrate analytical problem-solving and sound judgment skills.
3. Understand and implement task analysis and teaching design based on this analysis and student strengths.
4. Knowledge of various learning modalities and ability to analyze student strengths (intellectual, physical, emotional, and social) to determine best practices in teaching.
5. Knowledge of behavior analysis and modification techniques (ABA).
6. Manage a classroom with individualized instruction while maintaining overall control and safety.
7. Document necessary information in an organized, reflective, and conclusive manner.

C. Abilities:

Ability to stand for long periods of time, to lift up to 50 pounds, and to speak in quiet, firm, and loving tone of voice. Ability to multi-task while individualizing instruction and responses.

**Employee Review:**

I have read the above job description and understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this job description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet BrightStone's needs. I have been provided a copy of this description.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_