TEACHER
Job Description

JOB INFORMATION

Department: Rutland Academy
Job Title: Teacher

Original Adoption Date: 07/01/2019
Latest Revision Date: January 2021

ORGANIZATIONAL STRUCTURE

Reports to:
   Director
   ↑
   Teacher
   ↓
   Supervises:
   Paraprofessional

EMPLOYMENT TERMS

Contracted, FLSA exempt, 190-day work year

JOB QUALIFICATIONS

Education
Minimum of a bachelor’s degree in educational field required.

License/Certification
Minimum of a level 4 certification in Behavior Disorders or Special Education General Curriculum required.

Skills
   • Knowledge of Rutland curriculum with in-depth knowledge of content in the field of certification;
   • Knowledge of techniques for integrating curriculum, policies, and effective instructional practices;
   • Ability to infuse technology into instruction to increase student learning;
   • Ability to work effectively with administrators, colleagues, and parents;
   • Excellent oral and written communication skills.

PRIMARY RESPONSIBILITY

Under the direction of administration, the teacher will provide quality service to special education students, grades pre-kindergarten through twelfth, in a GNETS setting through a commitment to team participation in planning and implementation of student programs.
ESSENTIAL JOB DUTIES

- Design and deliver instruction, both individual and small group, which parallels in general education curriculum;
- Physical and verbal de-escalation of crisis situations;
- Assist with student crisis that involves elopement from the classroom/off campus;
- Facilitate therapeutic walks;
- Initiate concise, timely, and accurate communication with school and system staff;
- Responds to requests for information in a concise, timely, and accurate manner;
- Ensure that confidential and/or sensitive information concerning the school is only shared with appropriate personnel;
- Serve as caseload manager for assigned students and prepares student education plans in consultation with parents and IEP team members;
- Interact in a professional manner and works cooperatively with administration, students, parents, staff, and school leaders, colleagues, and special support personnel.
- Conduct Functional Behavioral Assessments as directed;
- Develop behavioral intervention plans as directed;
- Write successful IEPs, FBAs, and BIPs based on observational and academic data;
- Debrief with paraprofessional to discuss lesson plans, techniques, and strategies used with each student;
- Assist other professional staff in diagnosis of learning disorders, development of planned remediation and evaluation of student progress;
- Maintain appropriate student data and other records and submit reports as required;
- Communicate with parents regarding student’s emotional and educational progress;
- Supervise paraprofessional and other staff assigned to the therapeutic classroom;
- Responsible for data collection for students in therapeutic classroom for purposes of determining progress toward meeting IEP objectives;
- Participate in debriefings, treatment meetings, professional learning sessions, and staff meetings;
- Maintain accurate student records for behavior, attendance, and IEP goal data collection;
- Maintain a positive environment and modeling positive behavior;
- Responsible for all other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to finger, feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time are occasionally required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.