



Job Description

Position: Special Education Teacher

Reports To: Education Administration

FLSA Status: Exempt

Job Purpose: To plan, direct and implement the educational goal/objectives of students at Pine Grove

Qualifications/Credentials: Bachelor's Degree or Master's in Special Education with appropriate certification. Able to demonstrate excellent oral and written communications, leadership skills and teambuilding, able to work effectively with team members. Display honesty, integrity and a commitment to the mission of Pine Grove.

Job Duties and Responsibilities:

- Administers the classroom curriculum as prescribed by South Carolina Department of Education Standards.
- Develop and implement daily lesson plans for classroom activities and organizes the classroom for daily instruction.
- Develops, tests, and monitors students' Individual Education Plans (IEPs).
- Plans and coordinates meetings regarding Individual Education Plans (IEPs).
- Selects and requests books, instructional aides, and instructional supplies, maintains inventory of supplies, equipment, and materials needed for classroom activities.
- Prepares, administers, and corrects tests and assignments, records grades and/or other assessments.
- Maintains order in the classroom.
- Maintains effective communication with parents/guardians, Teachers, Therapists (Psychologist, Speech, Occupational, and Physical), and District Representatives concerning services/meetings.
- Evaluates progress of students IEP goals/objectives.
- Participates in professional meetings/committees.
- Participates in educational conferences, teaching/training workshops and monthly in-services.
- Supervises activities of assigned Behavior Technicians.
- Follows procedures when planning community outings/field trips.
- Make decisions in crisis, in conjunction with Administrative Staff and Executive Director.
- Facilitate staff and children's complaints through established policies and procedures.
- Maintain flexible schedule that meets program needs.
- Maintain child, staff and agency confidentiality.
- Commitment to the Crisis Intervention philosophy.
- Apply Behavior Modification Techniques consistently and accurately with children.
- monitor teach and model appropriate Behavior Modification Techniques for Behavior Technicians.
- Conduct training with employees.
- Serve as role model to staff by displaying professionalism, taking initiative, volunteering, being flexible, making sound judgment, working independently and as a team player.
- Follow general rules, policies and procedures of Pine Grove

- Exemplify and promotes Pine Grove mission statement.
- Maintain professional and positive relationship with all Pine Grove employees and outside agency staff.
- Know and conduct emergency procedures (fire, tornado, accident, missing child, etc).
- Report broken equipment/hazards to appropriate personnel as needed.
- Pass on all necessary information to Education Administrator and Education Coordinator.
- Follow Dress Code.
- Responsible for other job-related duties as deemed appropriate by Education Administrator and Education Coordinator.

Working Conditions/Requirements/Characteristics: Work environment includes school, office, residential setting and community. Must be able to pass all background checks: SC Law Enforcement, Dept. of Social Services Abuse and Neglect, National Sex Offender Register, and the Dept. of Motor Vehicles. Must be able to function successfully as part of a team. Able to establish effective work relationships. Has understanding and appreciation of the history and practices of the organization. Demonstrates ability in public speaking, written and oral communication and interpersonal relations. Comfortable performing multifaceted projects in conjunction with day to day activities. Excellent interpersonal abilities; able to get along with diverse personalities, tactful, mature and flexible. Resourceful, well organized and pays close attention to detail. Ability to meet deadlines. Sound Judgment. Able to handle highly sensitive, confidential materials and records with discretion. Values and demonstrates honesty and integrity. Passion for children with developmental disabilities and their families.

Driving Status

- Employee named below will be allowed to transport children at Pine Grove.
- Employee named below will not be allowed to transport children at Pine Grove.

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- Pine Grove reserves the right to change any part of this job description, as circumstances require.

I have read, understand and received a copy of my job duties and responsibilities.

Employee Signature

Date

Director of Human Resources Signature

Date