

Children of the Immaculate Heart Minors' Program at the Refuge

JOB DESCRIPTION

Position: Teacher

Job Summary

The teacher is the primary staff responsible for classroom instruction, student testing, IEP processes, and student transcripts. The teacher will do this alongside the staff of Diego Hills Charter School, who will take care of all of the transcripts, credit recording, and academic testing.

Principal Accountabilities:

Specific duties and responsibilities of the teacher include but are not limited to:

1. Classroom management and instruction.
2. Assist with the Intake Process for a new student along with Diego Hills' staff.
3. Assist with the IEP Process as necessary alongside Diego Hills' staff.
4. Provide each new student with academic testing within 30 days of admission and prior to discharge, if residency is greater than 5 months.
5. Design appropriate curriculum and lesson plans for each student.
6. Maintain accurate daily attendance records for all students.
7. Develop and post a monthly schedule of field trips.
8. Maintain up-to-date student files.
9. Complete incident reports in a timely fashion and submit to the Administrator.
10. Handle classroom discipline and be prepared to implement appropriate crisis intervention techniques.
11. Manage petty cash and operate classroom within budget.
12. Supervise TA and provide a minimum of an annual performance appraisal.
13. Attend weekly Teachers Meeting.
14. Attend weekly Facility Team Meeting as often as possible.
15. Supervise students at all times.
16. Complete student report cards in a timely manner.
17. Maintain record of student's clock hours, credits, assigning academic subjects to match grade level and graduation needs.
18. Plan academic graduation ceremonies in consultation with the Principal and House Manager.
19. Develop and implement methodologies for behavioral change.
20. Facilitate Group Process as needed to direct student's behavior and motivate for further positive behaviors.
21. Assist with the implementation of the Level System.
22. Prepare written reports as directed by the Administrator and/or Therapists.
23. Maintain positive relations with school district personnel and coordinate records as needed with these agents.
24. Develop and implement educational transitional plans for all students prior to discharge.
25. Provide the Principal/staff of Diego Hills with copies of student academic files, including the IEP.
26. Maintain all state educational requirements for the classroom.
27. Correct student work in a timely fashion.

Principal Interactions:

Primary relationships include the Administrator, Teacher Assistant, and assigned staff from Diego Hills. Secondary relationships will include: Child Care Workers and Therapists.

Education / Experience / Knowledge Requirements:

The position of teacher requires a Bachelors' degree in Education or Special Education, a valid State teaching credential or emergency credential; a minimum of one year experience teaching special needs children is preferred; preferably emotionally disturbed and conduct disorder adolescents. A valid driver's license from the state of employment is also required.

Authority Level:

Assigned Classroom

Reports to:

House Manager/Administrator