

<b>JOB DESCRIPTION: SPURWINK SERVICES</b>	<b>SPECIAL EDUCATION TEACHER</b>
<b>Effective Date: 07/01/91</b>	<b>Revised: 10/14/04; 8/13/12</b>

\* Denotes an Essential Function

**Title:** Special Education Teacher

**Job Category:** N/A

**Code:** SPED TEA

**Minimum Education Requirements:** Maine State certification as Teacher of Exceptional Students (282) or Teacher of Students with Severe Intellectual and Associated Impairments (286), as appropriate to the position and age level of students; 865 or 866 Voc – Special Needs I and/or II certification or eligibility for conditional certification as a special education teacher.

**Minimum Experience Requirements:** Experience working with children who present emotional, learning and behavioral problems desired but not required. Should be experienced in designing individualized programs for multi- handicapped students.

**Minimum Physical Requirements:** Must be able to go up and down stairs, bend and lift, and perform therapeutic holds or escorts.

**Duties and Responsibilities of the Position:** Special Education Teachers at Spurwink must be sensitive to the needs of the students and mindful of individual differences. Teachers at Spurwink have responsibilities which go beyond their classroom work. Duties and responsibilities include:

1. Plans and prepares for the classroom to include:
  - a) Demonstrates knowledge of content and pedagogy.
  - b) Demonstrates knowledge of students.
  - c) Selects Instructional and behavioral goals.
  - d) Demonstrates knowledge of resources.
  - \* e) Designs coherent instruction.
  - \* f) Assesses student learning and writes Individual Education Plans.
  
2. Develops the classroom environment to include:
  - a) Creates an environment of respect and rapport.
  - \* b) Establishes a culture for learning.
  - c) Manages classroom procedures and materials.
  - \* d) Supervises Ed Techs.
  - e) Manages student behavior.
  - f) Organizes physical space.
  
3. When Implementing Individual Education Plan:
  - a) Communicates clearly and accurately.
  - b) Uses questioning and discussion techniques.
  - c) Engages students in learning.
  - d) Provides feedback to students.
  - e) Demonstrates flexibility and responsiveness.
  
4. Fulfills professional responsibilities to include:
  - a) Reflects on effectiveness of teaching.

- b) Maintains accurate records.
  - c) Communicates with families, Treatment Team members and school districts.
  - d) Collaborates with public school personnel.
  - e) Contributes to the Program and Agency.
  - f) Grows and develops professionally via participation in supervision process, steering committee and other activities.
  - g) Participates in 40 hours of annual Spurwink training.
  - \* h) Maintains professional certification.
5. Maintains a Therapeutic Milieu
- a) Demonstrates knowledge of the treatment plan by implementing the Individual Service Plan.
  - \* b) Integrates the Individual Service Plan with the Individual Education Plan.
  - \* c) Applies behavior management plan, therapeutic holding and life space interviews.
  - \* d) Presents at and participates in consultations.
  - e) Consults with generalists and Treatment Team.
  - f) Visits residential units.
  - g) May be required to administer medication to clients.
- \* 6. Maintain current licensure and/or certification as required for the position.
7. And those other assignments appropriate to the position as determined by the Program Director.

**Immediate Supervision:** Directly responsible to the Program Director or his/her designee. Teachers have individualized supervisory sessions with the Program Director and/or his/her designee on a weekly basis. In addition, peer supervision meetings are held regularly.

**Immediate Subordinates:** Ed. Techs. I, II, or III, or student teachers, whichever may be appropriate for the classroom.

**Schedule of Employment:** Exempt. Either a 10-month or 12-month basis, depending upon program needs. Teachers are not required to work during designated school holidays or vacations, but are required to be available under certain circumstances when and if a child/parent requests assistance during "out-of-school" time.

**Other:** The Special Education Teacher may be required to provide evening support coverage or coverage during consults as scheduled by the Program Director. As an employee of Spurwink, the Special Education Teacher is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients from diverse backgrounds, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Special Education Teacher may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date