



JOB DESCRIPTION

Title: Classroom Teacher

Supervisor: Senior Director of Education/Executive Director

Qualifications: Must meet minimum educational requirements, including a Bachelor's Degree in Special Education.

Responsibilities:

- I. Operations/Staff
 - A. Assume overall responsibility for the day-to-day operations of the classroom and classroom staff.
 - B. Make recommendations to the Senior Director of Education for employment and termination of classroom staff.
 - C. Carry out orientation and be responsible for the performance and yearly evaluation of classroom staff.
 - D. Support classroom staff in their ongoing educational development.
 - E. Provide a developmentally appropriate and stimulating atmosphere within the classroom, utilizing up-to-date curriculum and curriculum aids.
 - F. Establish and maintain a safe and healthy environment for students.
 - G. Assume responsibility for special programs.
 - H. Inform parents on a timely basis of classroom/special activities, etc through monthly calendar and newsletter.
 - I. Communicate, as necessary, with individual parents to keep them informed of information regarding their child.
 - J. Ensure attendance, snack, and lunch records are maintained accurately on a daily basis.
 - K. Provide consultation and support to parents as needed.
 - L. Complete appropriate documentation for any accident witnessed involving a student within the classroom setting and notify nursing staff for further parent communication.
 - M. Conduct weekly meetings with classroom staff to relay information pertaining to students, staff, therapies, etc.
 - N. Train, inform, and utilize high school/college students and volunteers in the classroom.
 - O. Ensure classroom coverage at all times, utilizing other staff members as necessary.
 - P. Notify Senior Director of Education and contact parent/legal guardian if child is absent three consecutive days or is frequently absent from school.
 - Q. Notify Senior Director of Education and secure a substitute (as needed) if late or absent from work unexpectedly.
 - R. Plan and implement daily related arts activities.

II. Fiscal Management

- A. Assume responsibility for classroom budget planning/implementation.
- B. Make annual recommendations for updating equipment and computer software.

III. Planning and Development

- A. Coordinate all arrangements for field trips with the Senior Director of Transportation, Senior Director of Education, and Senior Director of Therapy.
- B. Submit lesson plan to the Senior Director of Education by Monday mornings.
- C. Assess students in appropriate developmental areas at least once a year for the purpose of writing an IEP.
- D. Assume responsibility for documentation of classroom IEP.
- E. Document quarterly progress in achieving IEP goals for each student.
- F. Write discharge summaries as required for exiting students.
- G. Coordinate the planning and implementation of a total program for each student with the therapists.
- H. Participate in admission team screenings as needed and coordinate with other staff in making recommendations for placement at the Center or to other facilities.
- I. Prepare and type IEP's in accordance with the Center's established schedule; obtain all necessary documentation for IEP's.
- J. Assist as required with the planning and development of long-range goals and objectives for the Center.

IV. Policies and Standards

- A. Make recommendations to the Executive Director for development, review, and revision of Center Policies and Procedures.
- B. Administer policies and programs that pertain to the classroom as adopted by the Board of Directors.
- C. Promote the Meyer Center mission whenever possible in the community within the confines of the Personnel Policy.

V. Regulatory Agencies

- A. Comply with all licensing standards and regulations set by DSS Day Care Licensing, DSS Child and Adult Care Food Program, UMTA, ABC Voucher, DHEC, Medicaid, and the Board of Directors.
- B. Participate in United Way campaign and fundraising activities as requested.
- C. Such other duties as requested by the Senior Director of Education or Executive Director.