



JOB DESCRIPTION

Title: Classroom Teacher

Supervisor: Education Director /Executive Director

Also Supports Education Specialist upon request

- I. **Qualifications:** Must meet minimum educational requirements, including a degree in education and a current South Carolina teaching certificate in the Special Education. Early Childhood and/or Elementary SC Certification is preferred, but not required.
- II. **Responsibilities:**
- 1) Classroom Staffing and Supervision
 - Assume overall responsibility for the day-to-day operations of the classroom and classroom staff (Teaching Assistants/Paraprofessionals).
 - Make recommendations to the Director of Education for employment and termination of classroom staff.
 - Orientate the classroom staff to expected daily job assignments and be responsible for the performance and yearly evaluation of classroom staff.
 - Support classroom staff in their ongoing educational development.
 - Conduct weekly meetings with classroom staff to relay information pertaining to students, staff, therapies, etc.
 - Train, inform, and utilize high school/college student interns and volunteers in the classroom.
 - Always ensure classroom coverage, utilizing other staff members as necessary.
 - Notify Director of Education and secure a substitute (as needed) if late or absent from work unexpectedly.



2) Classroom and School Environment

- Provide a developmentally appropriate and stimulating atmosphere within the classroom, utilizing up-to-date curriculum, resources, and expectations from Director of Education.
- Establish and maintain a safe and healthy environment for students.
- Assume responsibility for special programs and events involving students that are scheduled for the classroom and school.
- Inform parents on a timely basis of monthly instructional plans, important dates, special activities, etc through school's digital communication platform and monthly class newsletter.
- Foster a strong home-school connection by communicating, as necessary, with individual parents to keep them informed of information regarding their child.
- Lead parent-teacher conferences to engage parents in the education and success of each student.
- Ensure attendance reports, tracking sheets, and take-home notes are accurately maintained on a daily basis.
- Provide consultation and support to parents as needed regarding educational needs of their child.
- Complete appropriate documentation for any accident reports involving a student and/or staff within the classroom setting and notify nursing staff for further parent communication.
- Notify attendance committee and Director of Education if child is habitually tardy, absent three consecutive days, or has frequent absenteeism from school.

3) Fiscal Management

- Assume responsibility for classroom budget planning/implementation.
- Complete credit card expense requests and reimbursement requests based on expectations set forth by the Director of Finance and Executive Director.

4) Instructional Planning and Development

- Submit Long Range Plans to Director of Education and adjust Long Range Plans as necessary.



- Submit academic, social emotional, daily living, and related lesson plans as requested by Director of Education.
- Comply with master school/therapy schedules including recess and daily related arts activities.
- Assume school and district requirements for compliance of all students' IEPs, including, composition of IEP components, documentation of student records, provision of documents to parents/guardians, and quarterly reporting of goal progress of IEP goals, as communicated by the Director of Education.
- Coordinate the planning and implementation of a total developmental program for each student with the therapists and IEP team.
- Implement and maintain an assessment portfolio for each student, which includes assessments in appropriate developmental areas, scope and sequence checklists of instructional standards, state and district required assessments, and required developmental/curriculum-based benchmarks.
- Participate in weekly teacher meetings and assist with the planning and development of long-range goals and objectives for the Education Department and The Meyer Center.
- Coordinate all arrangements for field trips with the Director of Operations/Transportation, Director of Education, and Director of Therapy.
- Participate in enrollment screenings as requested and coordinate with other staff in making recommendations for classroom placement.
- Participate in school wide events that involve student participation, parent engagement, school fundraising and development, etc.

5) Regulatory Agencies, School Policies, Procedures, and Protocols

- Complete all required hiring protocols within the 30 day and 90 day timelines as instructed by the Director of Education and Director of Human Resources.
- Comply with all licensing standards and regulations set by DSS Day Care Licensing, DSS Child and Adult Care Food Program, ABC Voucher, DHEC, Medicaid, State Department of Education, and The Meyer Center Board of Directors.
- Provide input, as requested, to administration for development, review, and revision of Center Policies and Procedures.



- Promote the Meyer Center mission whenever possible in the community within the confines of the Personnel Policy.

6) Such other duties as requested by the Director of Education or Executive Director.

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