POSITION: Early Childhood Special Education Teacher

PROGRAM: TBD

HOURS: 8:30-4 pm

SKILLS/ABILITY:

Computer basics, NYS Certification or pending, Strong team/collaboration skills, reflective

JOB DESCRIPTION:

A. Share running of class, am & pm sessions, with co-teacher
B. Set up and maintain classroom learning environment with other staff members
C. Create and implement lessons, including differentiation of instruction, to support the educational needs and goals of all learners
D. Have open communications with parents including Home/School Book
E. Conduct Parent Teacher Conferences and attend Parent College (4 nights per year)
G. Participate in Lunch & Learn and team meetings
H. Formal and informal assessment of learners
I. Input data into Creative Curriculum and Hi Mama
J. Amend and update IEP goals
K. Responsible for developing Annual IEP Goals
L. Attend learner’s Annual Review CPSE/CSE Meeting
M. Responsible for submitting Outcome Report to EC Business Administrator
N. Supervise Assistant Teacher with co-teacher
O. Participate in Reflective Supervision
P. Be available for staff development & to set up classroom
Q. Mandated Reporter

SALARY: based on experience

SEND RESUMES TO: Donna Morrison

HIRING SUPERVISOR: Donna Morrison
Email: dmorrison@theguidancecenter.org