



JOB DESCRIPTION

POSITION: Teacher

DEPARTMENT: Education

SUPERVISOR: Education Manager

CLASSIFICATION: Salaried, exempt

RESPONSIBILITIES:

Implement the instructional program of the Northwest Children's Home Education Center to enable each student to achieve individual educational, physical, emotional, psychological, and behavioral potential. Work effectively with students, co-workers, community members and community agencies. Be knowledgeable of and uphold all policies pertaining to teachers and students as specified in agency, and state and federal statutes related to general and special education.

MINIMUM QUALIFICATIONS:

- Must be at least 21 years of age.
- Must have a valid state issued license.
- Legally authorized to work in the United States and provide verification.
- Able to pass required Background Checks,
- Within two months of hire date, completion of all required trainings and in service trainings per Training Policy 201.
- Valid Idaho State K-12 Special Education Certificate, or Generalist Education Certificate.

PREFERRED QUALIFICATIONS:

- Multiple endorsements
- Dual certification in General and Special Education.

PREFERRED EXPERIENCE:

- Is trained in Trauma Informed Care (TIC), or is able to attend TIC training immediately, and is actively engaged in furthering their TIC knowledge and training.

ADDITIONAL REQUIREMENTS:

- Non-certified teachers must have a Bachelor's Degree

ESSENTIAL FUNCTIONS *(for illustrative purposes):*

Instructional Responsibilities:

1. Demonstrate knowledge of subject-area competencies and/or skills to be presented to students.
2. Plan a program of study that meets the individual needs, interests, and abilities of each student.
3. Within the limits of available resources, create a classroom environment conducive to learning and appropriate to the maturity level and interests of the students.

- a.) Provide positive verbal and nonverbal feedback to students.
 - b.) Provide opportunities for students to express themselves.
 - c.) Model positive verbal and nonverbal influence on students.
 - d.) Provide an atmosphere in which students are motivated to remain on task and are expected to achieve individual and group goals.
 - e.) Provide written procedures for classroom management and expected student behavior.
4. Guide the learning process toward the achievement of curriculum goals established by Northwest Children's Home, the referring district, and state curriculum standards. Establish clear objectives for lessons, units, and projects and communicate those objectives to students. Create written lesson plans that show written evidence of preparation to the Education Manager or Education Director.
 5. Use instructional materials adopted by Northwest Children's Home education program and/or the referring district, and employ methods that are most appropriate for meeting state, local, and student-centered objectives. Use TIC approaches both in and out of the classroom, as well as during instruction time.
 6. Evaluate student progress on a regular basis and provide progress reports as required. Feedback of progress is given to students/residents in a timely manner.
 7. Foster healthy relationships with students to aid them through difficult behavioral outbursts which may lead to harm to self or others. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities and to follow prescribed safety regulations.

Management Responsibilities:

1. Maintain accurate, complete, and correct records as required by general and special education.
2. Maintain confidentiality and use student records appropriately.
3. Efficiently manage and evaluate paraprofessionals' duties in the classroom.
4. Maintain mandatory training as required of staff by Northwest Children's Home and participate in other professional trainings as directed by the Education Director of the assigned program.

Communication Responsibilities:

1. Work to establish and maintain open lines of communication and cooperative relations with the administration, students, parents, and colleagues.
 - a.) Present information clearly in both oral and written form.
 - b.) Confer with colleagues, administrators, and parents.
 - c.) Confer with parents regarding student instructional needs and progress.
 - d.) Counsel with students concerning their academics and behavioral boundaries as well as relational concerns with other peers and classroom staff.
 - e.) Participate in group decision-making process regarding each student.

Northwest Children's Home is an Equal Employment Opportunity employer and drug free workplace.



- f.) Use of professional boundaries following confidentiality with student information.

Professional Responsibilities:

1. Exhibit consistent application of state, federal, local, and agency rules and regulations.
2. Attend staff meetings and serve on staff committees to plan instructional goals, objectives, and methods; assist in selection of instructional equipment and materials.
3. Carry out responsibilities of a faculty member in a positive and professional manner.
4. Contribute to the decision-making process and cooperate in the implementation of group decisions.
5. Accept shared responsibilities in and out of the classroom during the school day.
6. Perform other duties as assigned by supervisor.

SUPERVISORY RELATIONSHIP: The Teacher reports to the Education Manager.

Employee (print): _____ Date: _____

Signature: _____