

Circles BCS

Job Description - Teacher



Title of the position

Special Education Teacher

Department

Bloomington Clinic

Reports to

Kim Williamson, M.Ed., BCBA

Overall Responsibility

Teach basic academic, social, communication, and life skills to children of all ages with developmental disabilities, guided by the principles of Applied Behavior Analysis, using two general teaching strategies known as intensive teaching and natural environment teaching.

Key areas of responsibility

- Prepare materials and classrooms for class activities with the aim of generalizing behavior to natural environment settings, including creating lesson plans within the parameters set by the Behavior Analyst
- Work with children in both one-on-one and group settings, employing behavior analysis strategies and techniques during instruction to improve the development of behavior management, communication, social, daily living, and basic academic skills
- Implement protocols designed to increase learning and desired behaviors and decrease undesirable behaviors
- Maintain knowledge of diagnostic and other descriptive features of developmental disabilities, primarily autism
- Confer with parents, administrators, school psychologists, speech pathologists, occupational therapists, BCBAs, and other professionals to develop Individual Educational Plans to promote students' communication, behavior, and academic skills
- Maintain accurate and complete student records using Filemaker and Catalyst software, and prepare reports on children and activities, as required by law, district policies, and administrative regulations
- Organize and lead staff meetings, parent-teacher conferences, and open houses; attend quarterly meetings with support staff

Consults with

- Therapists
- Clients' families/guardians
- Direct service personnel from outside companies/agencies/schools

- Behavior analysts
- Consultants/case managers
- All levels of management

Education and Experience

- Bachelor's degree in education or related field required
- Learning Behavior Specialist 1 (K-9) certification required
- BCaBA or BCBA certification preferred but not required
- Early Childhood Education certification preferred but not required
- Experience using American Sign Language (ASL) preferred but not required

Personal Traits/Characteristics

- The ability to relate and interact professionally with clients and their families, and maintain strong working relationships
- Tolerate working with children who may aggress (e.g. hit, kick, spit, scratch, bite)
- Highly organized
- Energetic, creative, and patient
- Flexible, and able to adapt quickly to dynamic working environments
- Excellent written and verbal communication skills
- Proficiency in Microsoft Word and Excel

Physical Traits/Characteristics

- Ability to lift 50 pounds
- Ability to frequently move about and bend down