



# WINGS LEARNING CENTER LEAD TEACHER JOB DESCRIPTION

## **Job Summary**

The special education lead teacher works as part of an interdisciplinary team to provide an educational program to children with Autism Spectrum Disorder. The position responsibilities include: assessing and evaluating students, planning, preparing and implementing curriculum, managing and supporting students using positive behavior interventions, supervision of instructional assistants and volunteers. The person in this position will also work as part of the Individual Education Plan team and develop goals and objectives and teaching strategies. The Lead Teacher reports to the Clinical Director and/or Education Program Coordinator.

## **Job Responsibilities and Duties**

Responsibilities and duties include but are not limited to:

- Evaluate a student's current level of functioning as it relates to areas of academics, using appropriately modified assessment tools, and leading to development of comprehensive interdisciplinary educational plans.
- Regularly evaluate and report on student progress, identifying strengths and needs to assist the team in making program modifications.
- Prepare reports of progress and complete appropriate documentation and data collections.
- Design an appropriate learning environment incorporating appropriate assistive technologies and multi-sensory materials.
- Develop and implement instructional activities based on established curriculum with the goal of maximizing communication and participation opportunities.
- Manage students Individual Education Plans, Behavior Support Plans, and Individual Transition Plans
- Maintain written and verbal communication with all members of the team including parents and other professionals involved in the child's education plan according to Wings policy.
- Coordinate the agenda for team meetings with all necessary team members.

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- Supervise Co-Teacher, instructional assistants and volunteers. This includes but is not limited to preparing performance evaluations, training and scheduling activities.
- Participate in team planning and development activities as needed.
- Collaborate with other Lead Teachers, Education Program Coordinator, Clinical Director and/or Executive Director as needed.
- Trained in Pro-ACT (Professional Assault Crisis Training) and/or required to be trained when hired by Wings.
- Understand that there are potential aggressive and/or self-injurious behaviors by students.

### **Qualifications**

- Special Education Teacher Credential or Internship Credential.
- At least 2 years experience in working with Children with Autism and/or other related disabilities.
- Education, training and /or work experience developing education programs.
- Knowledge of special education principles and strategies as applied to children with Autism.
- Knowledge of augmentative & alternative communication principles and strategies, and technology applications currently available in the field.
- Trained in Pro-ACT (Professional Assault Crisis Training) and/or required to be trained when hired by Wings
- Ability to prepare comprehensive reports, speak and write effectively and work under a minimum of directions.
- Ability to coordinate and direct a variety of complex tasks and assignments.
- Ability to effectively train and instruct and supervise other team members.
- Ability to achieve the professional confidence of others and to assimilate and relay information, in a manner consistent with the essential job functions.
- Ability to exercise good judgment and make sound decisions in a manner consistent with the essential job functions.

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- Ability to operate assigned equipment, including computers and assertive technologies.
- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities.

### **Emotional Requirements**

- Ability to demonstrate courtesy to students, co-workers, parents, and others
- Ability to handle students calmly
- Ability to handle emergencies calmly
- Ability to handle stress calmly
- Ability to meet deadlines under pressure
- Ability to accept feedback professionally and without becoming defensive
- Ability to exercise verbal and physical self-control
- Ability to demonstrate patience
- Ability to communicate professionally
- Remaining alert/attentive at all times, particularly when dealing directly with students

### **Physical Requirements**

This position may at times include physical activity, including but not limited to the following:

- Sitting
- Stationary standing
- Walking
- Ability to be mobile/running
- Crouching (bending at knees)
- Kneeling/crawling
- Stooping (bending at waist)
- Twisting (knees/waist/neck)
- Turning/pivoting

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- Climbing
- Balancing
- Reaching/lifting overhead
- Reaching extension
- Grasping
- Pushing/pulling, lifting/carrying: Employee should be able to push, pull, lift and carry 5-20 pounds frequently, and up to 120 pounds with a co-worker if necessary.
- Manual dexterity/keyboarding