



WINGS LEARNING CENTER LONG-TERM SUBSTITUTE LEAD TEACHER JOB DESCRIPTION

Job Summary

This is a long-term assignment to substitute for a special education Lead Teacher position at Wings Learning Center. The position will begin August 29, 2011.

The substitute 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 Substitute Lead Teacher reports to the Clinical Director and/or Education Program Coordinator.

Qualifications

- Special Education Teacher Credential or Internship Credential authorizing the individual to instruct children with Autism.
- Education, training and /or work experience developing Individual Educational Programs.
- Knowledge of special education principles and strategies as applied to children with Autism.
- 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 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.
- Ability to operate assigned equipment, including computers and assistive technologies.
- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities.

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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
- Climbing
- Balancing
- Reaching/lifting overhead
- Reaching extension
- Grasping

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- 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

Please send resumes and references to: Laxmi Ghale: ghale@wingslearningcenter.org.