

# Special Education Teacher



**Hours** 40 hours/week, M-F 7:30am - 4pm

**Reports to** Director of Education

## Position Overview

The Special Education Teacher is responsible for providing learning experiences for the preschool-aged students to whom they are assigned in spiritual development; cognitive, receptive, and expressive language; fine, gross motor, self-help, and social skills. The classroom teacher is responsible for the overall classroom management and implementation of the educational curriculum designed for each student, as well as for furthering the ministry and mission of Little Light House. The classroom teacher is responsible for supervising their classroom associates and volunteers and performing other duties as assigned.

The teacher understands that the LLH is a Christian ministry whose mission is to glorify God by improving the quality of life for children with special needs, their families, and their communities. The teacher works toward our vision to change paradigms for children with special needs in Tulsa and worldwide!

## Principal Duties and Responsibilities

- > Plans and conducts Student Information Profile (SIP) meetings for each child annually.
- > Implements developmentally appropriate classroom activities related to Growth Report (GR) goals.
- > Develops daily lesson plans and activities using the Little Light House Curriculum as the foundational classroom curriculum.
- > Turns in weekly lesson plans to be approved by the Director of Education.
- > Develops and implements GIFT (Guide to Individually Focused Teaching) system for the classroom.
- > Completes initial Student Growth Indicators (SGI) for all new students within 45 calendar days of enrollment.
- > Completes midyear updates on the Growth Report and on SGI promptly according to the CS Paperwork Timeline.
- > Completes annual summaries, Student Growth Indicator checks, and updates progress on Growth Reports for each student annually.
- > Maintains daily communication with parents/caregivers, documenting pertinent information through Brightwheel.
- > Updates progress related to the Growth Report outcomes regularly.
- > Records student attendance and tardies, ensuring parents sign in and out daily.
- > Reaches out to parents who have had multiple absences/tardies.
- > Promptly completes incident reports for any accident, copying any reported incidents and

- sending them to the Director of Education and Sr. Director of Children and Family Services.
- > Designs and develops classroom learning programs, implementing appropriate classroom curriculum activities utilizing the Bible-Based Curriculum as outlined in weekly lesson plans that correlate to Growth Report goals for each student meeting their spiritual, physical, intellectual, social, and emotional needs.
  - > Implements appropriate behavior management techniques, informing the supervisor of special situations/concerns.
  - > Initiates staffing with classroom staff, therapists, and appropriate directors for any students that need one.
  - > Maintains positive communication with parents regarding behavior issues.
  - > Utilizes various teaching methods to promote learning, including intensive individualized instruction, small group work, and individualized large group work.
  - > Ensures appropriate accommodations and adaptations are in place to provide maximum participation opportunities for each student.
  - > Uses a team approach to implement activities recommended by physical, occupational, and speech therapists, low vision therapists, and assistive technology professionals.
  - > Assists in the training, supervision, and encouragement of classroom volunteers.
  - > Supervises substitutes and temp employees in the classroom.
  - > Supervises assigned classroom associates concerning job performance and fulfilling associate duties.
  - > Conducts 30/60/90-day reviews with all new associates in the classroom.
  - > Adheres to all program policies and procedures, including universal precautions.
  - > Manages purchase orders for classroom supplies and classroom spending tracking.
  - > Completes professional development as it relates to work in the classroom annually.
  - > Daily attendance at Flock.
  - > Attends all designated staff meetings.
  - > Leads weekly classroom meetings with associates.
  - > Attends and participates in weekly teacher meetings.
  - > Attendance at designated parent meetings: Back to School Night, Float Night, Family Christmas Party.
  - > Attendance at LLH fundraising events: Mini-Laps, Miles, and Garden Party.
  - > Attends workshops/seminars as requested, CS In-services, and relevant conferences.
  - > Maintains CPR certification.
  - > Daily communication through Microsoft Teams and email with other LLH staff.
  - > Other duties as needed or required.

## **Qualifications & Skills**

### *Required*

- > Holds a valid Teaching Certificate and Special Education Certification by the Oklahoma

State Department of Education.

- > 1+ years of experience working with children with developmental disabilities.
- > Holds and maintains current CPR certification.
- > Stays up to date on required continuing education.
- > Possesses current and practical knowledge and skills in child development, Special Education, Assessments, Best Practices, and documentation.
- > Excellent analytical skills, communication, and teaching skills.
- > Deals with confidential information using discretion and judgment.
- > Physically able to lift, push, pull, and carry 40lbs across a room.

*Preferred*

- > Supportive attitude for and participation in the trans-disciplinary team approach to Special Education.
- > Experience with children from birth through six years of age.
- > Experience leading a team.
- > Experience leading a classroom.
- > Excellent skills in learning new tasks, teamwork, organization, initiative, self-discipline, and self-directed completion of the job.
- > Works independently and cooperatively as a team member with all staff.
- > Incorporates a welcoming and teaching attitude towards guests, student interns, and others who come to learn from the Little Light House Team.

## **Supervision Received**

- > Reports to the Director of Education

## **Supervision Exercised**

- > Supervision of assigned employees (Full time and part-time associates), students, and volunteers