

MARION COMMUNITY SCHOOLS
Marion, Indiana

Job Description

Position Title: Emotional Disabilities Teacher (5-6)

FLSA Status: Exempt

Responsible to: Building Principal

Supervises: Educational Assistant

Evaluated by: Building Principal

Evaluation Period: 183

Evaluation Period:

- Formative evaluations throughout the school year as per MCS Performance and Assessment procedures.
- Annual summative evaluation prior to July 1.

Purpose of the Position: Serves as teacher of Record for students with emotional disabilities. Provides instruction based on student needs and supports academic & behavioral progress in all settings.

Classified as Confidential Employee: Functional responsibilities or knowledge in connections with the issues involved in dealings between the school corporation and its employees require strict adherence to confidentiality.

Minimum Requirements: The following qualifications represent the minimum requirements necessary for an individual to perform this position effectively.

- Exceptional Needs license covering Emotional Disabilities at the appropriate developmental level.
- General education license covering appropriate developmental level or grade level.
- Knowledge of and compliance with IDEA, Article 7 and Marion Community Schools Department of Special Services guidelines for students with disabilities.
- Must be CPI Non-violent Crisis Intervention Trained or be willing to complete training.

Essential Functions of the Position: The following functions have been determined by Marion Community Schools to be essential to the successful performance of this position.

- Provide instruction at differentiated levels to students with disabilities.
- Ability to work with students with academic & behavioral difficulties.
- Experience writing and implementing behavior plans & functional behavior assessments.
- Ability to assess a student's developmental, cognitive, and social needs and provide developmentally appropriate instruction to meet those needs.
- Serve as Teacher of Record/Service for students with disabilities and completes all necessary paperwork such as Individualized Education Plans using Indiana IEP, academic & behavioral documentation or other requested data.
- Creates lessons and learning environments that are safe, respectful, and interesting, as well as multicultural, gender-fair, disability sensitive.
- Maintain Confidentiality of all students
- Plans for and directs educational assistant(s) working with students in the program .
- Other duties as assigned and as may be necessary.

Secondary Functions of the Position: The following functions, while important and necessary to the position, have been determined by Marion Community Schools to be marginal to the successful performance of this position.

- Collaborates with peers to develop, plan, and implement best practices and modifications/adaptations based on the needs/abilities of the students.
- Facilitates positive interactions between students and teacher, student and peers, and student and other adults.
- Models learning and behavior consistent with the expectations for students.
- Evaluates own instructional effectiveness.

Knowledge and Skills:

- Use independent judgment and initiative in making sound decisions and in developing solutions to problems.
- Maintain effective working relationships with colleagues and families.
- Ability to deal with behaviors in a non-confrontational manner.

Ability to:

- Plan, organize, and schedule priorities.
- Use independent judgment and initiative in making sound decisions and in developing solutions to problems.
- Discreetly handle confidential and politically sensitive matters.
- Make independent decisions in accordance with established policies and procedures.
- Tactfully and courteously respond to requests and inquiries/complaints from the general public and staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with students, staff and the community.

Equipment Used:

- Computer, copier, LCD projector.
- General classroom equipment.

Place where work is performed:

- School building, classroom etc.

Physical Demands:

- Must be able to walk, sit or stand for long periods of time.
- Must be able to intercede with student elopement (run, walk quickly).
- Must be able to crouch, or bend over to get on student level.
- Must be able to carry up to 25 lbs. in necessary.

How the job description was developed: This job description was developed by Dr. June Robinson, Director of Special Services.

Marion Community Schools assures Equal Employment Opportunities for job candidates and employees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.