

JOB DESCRIPTION FOR LEAD TEACHER

SUPERVISED BY: Joshua Early Childhood directors

QUALIFICATIONS:

1. A commitment to working with young people with developmental disabilities.
3. Knowledge in Applied Behavior Analysis and knowledge of best practice for children with Autism Spectrum Disorder.
4. Minimum age of 21.
5. Maturity and reliability.
6. Good driving record and valid Driver's License.

RESPONSIBILITIES:

1. To supervise students and care for their physical, emotional health and safety, recognizing their worth, affirming their abilities, and striving to promote dignity in all relationships.
2. To attend all staff trainings, meetings, committees, and lead teacher meetings.
3. To lead and provide documentation of weekly clinicals.
4. Develop and oversee the implementation of the Treatment Plan.
5. Develop and oversee teaching/reduction strategies to achieve the Treatment Plan and Behavior Intervention Plan goals.
6. Create and oversee objective plans and data collection systems for each Treatment Plan and Behavior Intervention Plan goals.
7. Train staff to implement treatment programs and collect data for each goal with fidelity.
8. Ensure all students on caseload are making progress on all goals.
9. To transport, accompany students, and develop curriculum for community based instruction in independent living skills, community skills, social skills and life skills.
10. Create, manage, supervise and revise the classroom schedule as needed.
11. Ensure all case managers are completing their case manager responsibilities or follow up if necessary.
12. Ensure materials are present for each student and delegate to case managers if materials need to be developed.
13. Develop substitute plans, as needed, for staff absences.
14. Ensure groups are being scheduled, planned and run throughout each week.
15. To supervise and coordinate quarterly home visits for each student.
16. To be a positive role model for students and co-workers.
17. To perform housekeeping duties to keep the school clean and safe, including upkeep and maintenance of all school supplies.
18. Supervise all communication with parents and districts.
19. Complete assessments, as needed, in preparation for Treatment Plans or to assess ongoing progress.
20. Collaborate with Specialists (OTs, SLPs and Program Specialists) and classroom staff for creation and implementation of annual goals
21. Ensure compliance with DHS, CDE, Health and school wide policies
22. Ensure accurate and timely submission of incident and restraint reports.
23. Manages and oversees classroom budget.
24. Complete and update personnel file.
25. Follow dress code appropriately.
26. To perform other duties assigned by the Directors.

EVALUATION: The Program Directors will conduct Performance Evaluations.

SCHEDULE: Lead Teachers should arrive by 7:30 am, Monday through Friday. The day includes a 30 minute lunch. This is a salaried position, which includes pay for all school breaks and holidays. In addition this position receives twelve (15) personal/sick days per academic year, or eight (9.85) hours a month.

Employee Signature

Date

Employee Name (Print)