

## CHILDREN'S LEARNING CENTER JOB DESCRIPTION

**Job Title:** Teacher Revision Date: 02/01/09  
**Reports To:** Executive Director, Program Director or Clinical Director, as appropriate

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### **The purpose of this position is to:**

Provide sound, effective, individualized, academic and behavioral programming to up to 14 students as part of a smoothly functioning educational team.

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### **The most important duties of this position are to:**

1. Develop and implement appropriate educational curriculum.
  2. Conduct timely assessments of students including completion of progress reports.
  3. Manage and organize the physical classroom environment to promote learning, including the development of a classroom management system and class schedule.
  4. Use effective teaching and behavior management strategies.
  5. Follow all required procedures for students' Individualized Educational Plans.
  6. Supervise assigned staff effectively; conduct reviews and evaluations in a timely manner.
  7. Communicate effectively with parents.
  8. Maintain education and behavioral records on each student.
  9. Engage in safe practices with students.
  10. Attend and participate in classroom meetings, day treatment meetings if appropriate, staff meetings and in-service training sessions.
  11. Work cooperatively with other staff and ancillary personnel.
  12. Participate in interviewing and recommending assistants and other staff.
  13. Participate in determining appropriate classroom placements for incoming and transitioning students, including observations in districts-of-origin or destination classrooms.
  14. May provide reciprocal staff coverage for short-term unplanned absence for another teacher.
  15. Complete additional assignments as required by Supervisor.
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### **The minimum education and/or experience for this position:**

1. Valid California Teaching Credential (SH, LH, Ed. Spec. M/M, Ed. Spec. M/S), or equivalent.
  2. Continuing education as required by CTC for maintenance and renewal of Credentials.
  3. At least two years experience working with learning handicapped, special education students.
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### **These skills and abilities will help achieve success in this position:**

A strong and genuine affection for and commitment to special needs children; ability to work consistently in a physically and emotionally demanding setting; willingness and ability to train and strengthen support staff skills.

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### **What position(s) report directly to this position:**

Teaching Assistant, Teacher-in-Training, Behavior Specialist, Associate Teacher, Classroom Substitutes

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### **Hours/Meetings**

This is a full time position, with a workweek averaging 35 hours per week. The workday shall begin 15 minutes prior to the start of instruction. Teachers are required to attend all classroom meetings, staff meetings, and in-service training sessions as scheduled.

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### **Salary:**

Children's Learning Center offers competitive salary and benefits comparable to surrounding public school districts.