

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Trauma Informed Care Program – Special Education Teacher (MCAT)

IMMEDIATE SUPERVISOR: Principal

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Teacher Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY: Provide strengths-based, evidenced-based services in a trauma sensitive manner to support the overall holistic (personal, emotional, and social) well-being of the students. Provide appropriate instruction to elementary/Middle/or High School students and insure that the students meet the learning objectives and standards for the appropriate grade level.

- Provide crisis intervention, risk assessment, short-term stabilization services, safety planning
- Provide Trauma-Informed treatment/support provided based upon sound theoretical principles, with knowledge of the special issues and needs of the population served.
- Promote the core principles of trauma-informed care, ensuring that all service provided for students and families foster resilience.
- Provide person-centered services / treatment involving all support systems identified by student to increase family participation and understanding to promote safety and trustworthiness.
- Provides service in a manner that is appropriate for the student’s age; demonstrates knowledge and skills necessary to meet the student’s physical, psychosocial, and educational, promoting the overall safety of the student.
- Provide supportive, trauma-informed clinical consultation to school staff to support mental health needs of students.
- Collaborate with school staff, families, and community partners to support the overall well-being of the students.
- Provide classroom support to teachers, consulting on trauma sensitive behavior management tools and strategies that promote student success and empowerment.

PERFORMANCE RESPONSIBILITIES:

- Develops and implements Individual Education Programs (IEPS) in accordance with Policy 2419
- Monitor students' IEP goals and objectives for progress
- Conduct data collection, teacher narratives, and progress monitoring
- Coordinate related services (e.g., speech, assistive technology and psychologist)
- Create lesson plans and instructional strategies to support the IEP goals
- Conduct functional behavior assessments and behavior plans as needed
- Lead IEP and related meetings (re-evaluations)
- Coordinate meetings with families and staff
- Write IEPs to include input from teachers and families, present levels of performance to include data, write measurable and appropriate goals.
- Monitor behavior plans
- Ensure compliance with all IEP and related timelines, and ensure compliance throughout the document
- Perform IEP progress reports
- Maintain confidential copies of documents and information
- Maintain the appropriate training for behavior intervention (Ukeru, CPI)
- Maintain and participate in mandatory Trauma informed/sensitive training
- Responsible for planning and implementing Jefferson County Schools' curriculum based on WV Content Standards and Objectives
- Responsible for implementing adopted and supplemental academic programs
- Responsible for implementing 21st Century technology skills
- Monitors student progress towards achieving instructional objectives and goals on the IEPs.
- May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips
- Responsible for administering approved formative assessments
- Responsible for planning and implementing tiered instruction for reading and Math, where applicable.
- Strong working/communication skills with students, parents and peers
- Meets professional responsibilities.
- Maintains professional work habits and adheres to the Teacher Code of Conduct.
- Willing to implement any other programs designated by Principal for school improvement
- Other duties as assigned by Principal

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code§18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-ISc and/or §18A-3-I 0, as appropriate; Meet the qualifications outlined in WV Code§18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Trauma Informed Care Special Education Teacher 5/2017