CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.
POSITION DESCRIPTION

CASELOAD:
Adolescents, grades 6th - 12th. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

MISSION STATEMENT:
Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:
This position serves as an education teacher for programs provided by The Children's Aid Home. Responsible to provide specific educational and individual learning plans for students in those programs.

ESSENTIAL FUNCTIONS: (other duties may be assigned)
1. Assess student competency levels and develop educational curriculum and individual lesson plans based on academic schedule provided by the school district.
2. Assess student progress towards objectives, expectations, and goals for the purpose of providing feedback to students, parents, management, and school administration.
3. Instruct group and individual instruction within established curriculum guidelines.
4. Prepare a variety of written materials/documentation (i.e. grades, lesson plans, correspondence with parents, students, and school administration, quizzes, attendance, exams, progress notes, etc.) for the purpose of documenting student progress and meeting mandated requirements
5. Collaborate with parents, school districts and management for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the IEP to progress into the standard education curriculum.
6. Collaborate with school district and agency to provide effective sources of teaching tools (i.e. books, supplemental materials, computer equipment, etc.).
7. Manage student behavior and incorporate behavior management plans and techniques for instructional and disciplinary purposes that will provide an environment of learning.
8. Respond to emergency situations for the purpose of resolving immediate safety concerns and directing to Program Director or Candidate for resolution.
9. Report incidents (i.e. fights, suspected child abuse, suspected substance abuse, harassment, etc.) for the purpose of maintaining personal safety of the students, providing a positive learning environment and adhering to school district and agency policies and procedures.
10. Participate in a variety of meetings – IEP, Staff, 9-week grading reviews with school districts, parent/teacher meetings, etc.
11. Participate in performance appraisal process.
12. Attend training, in-service, meetings and conferences as necessary and as directed to obtain hours required by The Department of Education in order to maintain teacher certifications and obtain 40 hours according to policy.

OTHER DUTIES:
Perform other related duties as assigned.

SUPERVISION RECEIVED:
Supervision is received by the Educational Program Director.

SUPERVISION GIVEN:
Partial Hospitalization Program Students.

WORKING CONDITIONS:
1. Responding to upset or angry people.
2. Working with frequent interruptions.

MENTAL/PHYSICAL REQUIREMENTS:
1. Must possess ability to record, convey, and present information, explain procedures, and follow instructions.

2. Must be able to stand for long periods throughout the workday with intermittent periods of sitting, occasionally bending, climbing stairs, stooping, twisting, and reaching as needed to carry out the essential functions of the job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out the essential functions of the job.
4. Must be able to talk, hear, read, and write.
5. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of 25 pounds.
6. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
7. Must be able to practice Trauma-Informed practices.
8. Must be able to operate a vehicle.
9. No special vision requirements are necessary.

QUALIFICATIONS:

A. EDUCATION/TRAINING/LICENSE/CERTIFICATION

Bachelor of Science degree in Education.

B. WORK EXPERIENCE

No prior experience required.

C. CONDITIONS OF EMPLOYMENT

Must possess Act 33, Act 34, and FBI clearances.
Must maintain teacher certifications.
Must attend 40 hours of relevant training per year.
Must be 21 years of age.
Attend annual HIPAA training.
Must meet PA Department of Education definition of "Highly Qualified" teacher.

KNOWLEDGE, SKILLS AND ABILITIES:

PRIMARY POPULATION: Children/Adolescents **GRADES:** 6th - 12th grade

1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
2. Knowledge of all applicable regulations, policies and procedures.
3. Must possess good communication skills, both orally and in writing, and possess good documentation and observation skills.
4. Requires flexibility, leadership skills, and good judgment.
5. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
6. Must be a mandated reporter of child abuse.
7. Must be able to transport self and others.
8. Must be able to work in a stressful environment.
9. Follow all confidentiality and universal precaution guidelines.
10. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR..
11. Knowledge of and ability to use Trauma-Informed practices.
12. Strictly adhere to all HIPAA requirements as a covered entity.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.
I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate _____ Date _____

Signature of Supervisor or HR Representative _____ Date _____

Revised 04/2020