

EMPLOYEE NAME: _____

Revised: 11/09; 6/12; 10/12; 11/14; 6/18; 5/23

JOB DESCRIPTION

POSITION TITLE: Lead Teacher, HAVEN Academy	JOB CODE: 158A
DIVISION: Academic, Teaching & Learning and Specialized Services	SALARY SCHEDULE: Teacher Salary Schedule
DEPARTMENT: HAVEN Academy	WORKDAYS: 187
REPORTS TO: HAVEN Supervisor or Building Administrator	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides consultation training and assistance to staff to ensure implementation of student's IEP and student's access to the curriculum	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate in Special Education; Leadership Certificate preferred
3.	Experience: 3 years teaching experience with students who exhibit behaviors that require specialized instruction
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, classroom management skills, scientifically based behavior change strategies

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in monitoring the progress of children in terms of meeting academic, social, emotional, and behavior objectives through observations, debriefing, and regularly scheduled meetings.
3.	Provides consultation on Student Achievement Model (to teachers, paraprofessionals and I.I. staff) (SAM) or Model Autism Classroom (MAC) and Tracking.
4.	Attends treatment team meetings to assist in the development of positive behavioral support plans and behavioral intervention plans.
5.	Reviews and provides feedback on draft and final IEPs and eligibility reports to maintain compliance.
6.	Trains and consults teachers on completing legally defensible IEPs, BIPs, ILPs, FBAs, and eligibilities.
7.	Attends, participates, and redelivers information as appropriate from special education department leadership meetings.
8.	Collaborates with the home school and HAVEN teacher to support the reintegration process.
9.	Collects data, maintains, and submits all required records.
10.	Ensures testing accommodations are communicated to test coordinator and assists with alternate assessment process.
11.	Monitors FTE counts.
12.	Maintains prompt and professional communication with parents.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____