

**OLD MILL CENTER FOR CHILDREN AND FAMILIES (OMCCF)
JOB DESCRIPTION**

POSITION IDENTIFICATION: INTENSIVE TREATMENT SERVICES (ITS) Dual Licensed Elementary Special & Regular Education Teacher

POSITION SUMMARY: The ITS Licensed Elementary Special & Regular Education Teacher is responsible for the oversight and delivery of the education portion of the ITS Program.

The ITS Dual Licensed Elementary Educator has the prime responsibility for the planning, provision and management of education, assessments, and services to children ages 3-7 enrolled in a multiage classroom. They are responsible for standards based curriculum development.

QUALIFICATIONS: A Master's degree in Education with a current Oregon teaching license with Elementary Education- Multiple Subjects AND Special Education endorsements. Previous experience working with preschool, school age and/or children with mental health challenges preferred. Demonstrated ability to work as part of a professional team, to manage students and to work comfortably with families. A working knowledge of developmental levels of preschool through age 7 children and experience with a variety of disabilities is required along with knowledge of how to adapt environment and curriculum to meet every learner's unique needs. It advantageous to possess an ability to provide leadership while promoting teamwork across disciplines and a knowledge of the mental health treatment principles and strategies (trauma informed care, Collaborative Problem Solving).

RESPONSIBLE TO WHOM: OMCCF ITS Education Manager

RESPONSIBILITIES:

- To complete child educational assessments
- To develop Personalized Education Plans as indicated
- To attend meetings and help develop IFSPs
- Develop IEPs in accordance with State and Federal laws
- To plan and implement curriculum and instructional strategies based on Oregon Standards and children's needs
- To function as part of the ITS program team
- To participate in ongoing case management of clients, assist with coordination and planning of transition services, prepare educational reports
- To develop and maintain positive and effective relationships with co-workers and community agency personnel
- Responsible for maintenance of data and written records regarding daily activities to track progress toward each child's educational and treatment goals, including IFSP, IEP or PEP goals/objectives when applicable.
- Ensure that information related to children is communicated to agencies, individuals and public schools to facilitate comprehensive service within confidentiality guidelines
- Maintain a positive and safe educational environment that allows children to progress towards grade level academic goals
- Keep current on Oregon OARS that apply to education in day treatment settings.
- Oversee day-to-day planning of classroom activities and delegation of responsibilities with Program Assistants

PROFESSIONAL STANDARDS:

- Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
- Maintain professional teaching license in the state of Oregon
- Obtain and update CPR certificate as needed
- Obtain and update Food Handlers certificate as needed
- Groom as appropriate for the job
- Report at regular working hours, be punctual and use an appropriate work ethic
- Demonstrate good phone skills (courteous and positive) when representing OMCCF's interests
- Write in a clear, concise manner
- Participate in staff development activities and staff meetings
- Follow established standards, policies and procedures of OMCCF
- Is able to meet the physical demands of the job