**Position Description**

**Job Title:** Title One Teacher

**Department:** PRTF/Eliada Academy

**Status:** Professional **Salary Grade:**

**Position Summary:**

Under the supervision of the Education Director, the Title One Teacher will work in PRTF and Day Treatment classrooms to develop and implement curricula in reading and/or math designed in accordance with the NC Standard Course of Study and Eliada’s treatment/behavioral models, in order to help students learn subject matter and strengthen skills that will contribute to their academic and social development.

**Major Responsibilities:**

1. Develop quarterly curriculum planning guides and daily lesson plans for students in accordance with the NC Standard Course of Study, while differentiating for individual needs, specific IEP goals, various learning styles, and class dynamics. Provide effective, engaging instruction in assigned academic areas.
2. Collaborate with Assessment Center, PRTF, and Day Treatment staff to create and therapeutically manage a classroom environment that meets both the academic and treatment needs of the students. Ensure student safety by providing consistent monitoring and supervision within the agency’s treatment and crisis management models.
3. Evaluate the academic and classroom behavioral progress of students, which includes but is not limited to, keeping daily attendance and participation records, preparing progress and grade reports, communicating with case managers, participating in the development of Student Education Plans and Individual Education Plans.
4. Establish and maintain a structured and student-friendly classroom, which includes but is not limited to, active student engagement differentiation, clean and organized environment, clear and consistent procedures and expectations, and incorporation of school improvement components.
5. Manage and facilitate Eliada Academy’s library to promote and encourage reading growth in all students.
6. Maintain and report required Title One documentation and inventory. Follow state and federal guidelines for disposal of irreparable Title One equipment. Follow state and federal guidelines along with Buncombe County Schools procedures for making educational resource purchases with Title One funds.
7. Participate in professional growth opportunities, such as workshops, conferences, and/or advanced coursework at institutions of higher learning.

**Other Responsibilities:**

1. Display competence and responsiveness to cultural differences present in both student and staff population.
2. Ensure the provision of quality services to clients through participation in the agency's CQI process. Seek opportunities to improve the school program in relationship to their areas of expertise.
3. Develop appropriate educational field trips.
4. Other tasks as assigned by the supervisor.

**Reporting Relationship:**

Position reports to: Education Director

**Qualifications:**

**Knowledge:** A Bachelor’s Degree from an accredited college or university and valid teaching certification as specified by the North Carolina Department of Public Instruction.

**Experience:** A minimum of two years teaching experience or direct residential experience with the target population is preferred.

**Skills/Working Conditions:** A valid North Carolina Driver’s License and insurability by EHI’s insurers is required. Work hours may include after hours, or weekend availability for trainings, IEP meetings. Must successfully complete pre-service workshop, including physical restraint training. Position may experience verbal and/or physical aggression from the client population.

**Disclaimer Clause**

Jobdescriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with this job. They are meant to be accurate reflections of the principle job elements essential for making fair pay decisions. This position description is not intended as a contract. A letter of employment confirms employment. North Carolina is an at-will employment state and Eliada is an at-will employer.

10/2017