



Job Title: Teacher

Date: June 24, 2019

Hours: Regular office hours with some flexibility in scheduling, approximately 8:00am-4:00pm Monday-Friday and rotating on-call for crisis intervention or weekend backup.

Summary: The Teacher at Hope Harbor is responsible for ensuring that all students receive an appropriate education and are prepared to return to their home schools. The Teacher is an exempt employee with a covenant agreement to be reviewed annually. Responsibilities of this position include:

Resident and Parent Responsibilities:

- Participate in client interviews and intakes
- Acquire previous records and maintain student files, work with local public-school special education department to continue services required by any incoming students with IEPs
- Complete diagnostic testing and assign PACES according to student level
- Manage and facilitate the classroom environment through supervision and assistance of student work, goal setting and study skills
- Assist in the development of short- and long-term plans for individual resident programs that meets needs of residents and graduation requirements
- Measure individual client needs and progress through the classroom, assessment of effectiveness of resident discipline as it pertains to IEP, and individual interactions with residents on a regular basis
- Prepare progress reports, report cards, and transcripts, maintain records
- Attend meetings and make program recommendations including program movement or program end for client progress
- Maintain consistent communication with parents
- Assist in crisis intervention and debriefing, in coordination with Leadership Team

School of Residence Responsibilities:

- Submit required paperwork to district superintendent of residence upon placement and letter of continuation prior to October 1 of each year
- Communicate with school of residence to ensure individual plans meet their advancement toward graduation requirements
- Communicate with and ensure that appropriate records are sent to the resident's local school district; aid in transition back to school or residence including school visit
- Register all high school students in Lighthouse Christian Academy (LCA), ensure that students fulfill LCA requirements
- Administer standardized testing for each resident at least once per school year

Other Responsibilities:

- Attend Resident Review, Staff Training and Leadership Team meetings, Quarterly Reviews and Transition meetings, and annual Staff Retreat
- Use individual gifts and specialized training to promote Hope Harbor and be a resource in the community
- Set SMART Goals and review with Site Director on a quarterly basis
- Attend training in Accelerated Christian Education (ACE) Curriculum and adhere to responsibilities as described in ACE manual
- Work with Direct Care Staff providing strategies or homework expectations

- Other as needs arise or are assigned

Skills:

Participant/Family focused	Collaborative
Organized	Attention to detail
Honest	Integrity
Empathetic	Able to multitask/work with diverse groups
Dependable	Strong written/oral communication
Creative	Good record keeping skills
Passionate	Strong computer skills
Strong interpersonal skills	

Required Qualifications:

1. At least 21 years of age
2. Pass a Background Check
3. Passion for working with teens and families in a nonprofit setting

Preferred Qualifications:

1. Strong Christian faith and value system
2. Bachelor's Degree in Education or related field experience
3. Active Teaching License
4. Understanding of Individualized Education Programs and 504 Plan