



### Functional Academics Program Teacher

#### Position Description

**Position Title:** Functional Academics Program Teacher

**Reports to:** Special Education Department Chair

**Terms of Employment:** 185-day Contract

**School/Department:** Smoky Row Elementary

**Date:** 4/15.25

**FLSA:** Exempt

*Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.*

#### Position Description:

The Functional Academics Program teacher instructs students identified as having mild to moderate intellectual disabilities and significant academic delays preventing their ability to make progress within the general education curriculum. Students receive specific instruction in the core academic areas as well as social skills training and behavior management.

#### Qualifications:

- Special Education teacher certification through the Indiana Department of Education

#### Duties and Responsibilities shall include, but not be limited to:

- Provide instruction in the core functional academic areas of reading, math, science and social studies
- Provide good classroom management – behavior plans, functional behavior assessments, etc.
- Assess students' functional academic levels using various inventories and assessments
- Implement strategies to help students work independently when needed (i.e. visual schedules, tasks lists, etc.)
- Select and/or implement a functional curriculum for real world training in the areas of social skills and functional academic skills
- Communicate in a positive, professional manner with staff/parents/students regarding student and program needs and progress
- Develop quality, compliant IEPs for students
- Implement IEP goals and move students toward meeting those goals
- Collect and report data on functional academic skills for all students
- Observe confidentiality
- Observe policies and procedures of Carmel Clay Schools
- Assist in scheduling, program planning, trainings, problem solving and documentation
- Attend and participate in scheduled department meetings, goal meetings, observations, committee/team meetings
- Develop and carry out educational and professional goals
- Assist students daily with physical needs such as wheelchair-bound toileting, feeding, personal hygiene, lifting/transferring
- Assist students in the implementation of assistive technology as needed
- Effectively manage instructional assistants assigned to the classroom

#### Personal and Professional Responsibilities:

- Nurture a positive relationship with supervisors, subordinates and peers
- Demonstrate respect for supervisors, subordinates and peers
- Work as part of a team
- Demonstrate ability to deal with sensitive issues in a tactful manner and maintain confidentiality
- Address concerns and offer suggestions in an appropriate and confidential manner
- Participate in staff development activities to improve in job-related skills

**Physical Efforts:**

- While performing the duties of this job, the employee is regularly sitting, standing and walking.
- The employee may occasionally bend or twist at the neck and back while performing the duties of this job.
- The employee may occasionally lift up to 100 pounds to assist students in restroom hygiene, positioning or to assist disruptive students, equipment and wheelchairs.

**Working Conditions:**

- Work is performed in a general education or self-contained classroom environment.

**Regular Work Hours/Travel Requirements:**

- 185-day contract. Normal school day hours
- Travel to district meetings and case conferences in other buildings may be required