



Perry Township Schools * Beech Grove City Schools * MSD of Decatur Township

Job Description
CERTIFICATED: TEACHER
LIFE SKILLS/BEHAVIOR EDUCATION/MOVE PROGRAMS
RISE LEARNING CENTER

Overview: *A teacher of students at the RISE Learning Center will focus on instruction for students with special needs for the purpose of improving educational outcomes as well as develop professional skills that will benefit the climate and culture of the building.*

Certification:

- Life Skills Program - A certified teacher must hold a valid license in Exceptional Needs Intense Intervention or equivalent covering appropriate school settings issued by the Indiana Department of Education, Division of Professional Standards
- Behavior Education Program - A certified teacher must hold a valid license in Exceptional Needs Mild or Intense Intervention or equivalent covering appropriate school settings issued by the Indiana Department of Education, Division of Professional Standards
- Mobility Opportunities Via Education (MOVE) A certified teacher must hold a valid license in Exceptional Needs Intense Intervention or equivalent covering appropriate school settings issued by the Indiana Department of Education, Division of Professional Standards

Instructional Responsibilities:

- Provide instruction to their assigned students in the appropriate curricular areas as addressed in each student's IEP
- Select and provide instructional materials and individualized instruction appropriate for each student's IEP
- Implement a plan for classroom management and discipline
- Utilize technology, data collection, formative assessment and other curricular resources to guide classroom instruction for students

Program Responsibilities:

- Collaborate with administration and other professionals in providing appropriate services to students
- Ensure each student's IEP is accessible and understood by all staff responsible for implementation of the education
- Ensure each student's IEP is accessible to home school district
- Develop, revise, and monitor the IEPs of all students on caseload
- Develop and implement professional development opportunities for Instructional Assistant staff
- Regularly apprise parents of student progress
- Collaborate to develop and implement Functional Behavior Assessments and Behavior Intervention Plans when necessary for student improvement



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- Prepare classroom setting for instruction utilizing lesson plans
- Maintain an appropriate and positive relationship with co-workers

Organizational Responsibilities:

- Attend Weekly staff meetings and professional development activities
- Review emergency procedures with non-certified staff working with their students
- Notify building secretary and administration of any changes to student data
- Submit any required information needed for local, state or federal reports
- Maintain a well-documented file for each student on teacher caseload
- Submit bi-weekly leave records to Southside Special Services
- Follow procedural guidelines for purchasing, maintenance requests and other required forms used by SSSMC/RLC
- Adhere to the policies and procedures including network and internet use of Southside Special Services of Marion County
- Make positive contributions to the culture and climate of the RISE Learning Center and SSSMC

Equipment/Technology Responsibilities:

- Maintain inventory of all equipment and technology devices provided by SSSMC
- Follow the Acceptable Usage Policy

Other Duties and Responsibilities as May be Assigned

Acknowledgement of Terms of Employment:

- ✓ The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Cooperative (Governing Board Policy 1400).
- ✓ Since the Cooperative's Internet electronic system has not been established as a public access service or a public forum, the Cooperative has the right to place restrictions on its use to assure such use is in accord with its limited educational purpose. Users of the system have a limited privacy expectation in the content of their personal files and records of their on-line activity while on the Network (Governing Board Policy 7440.04).
- ✓ The Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status,



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ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected
category, in its programs and activities, including employment opportunities.
(Governing Board Policy 2260)

Signature of Acceptance:

My signature below confirms that I accept the conditions of the above noted job description:

Signature of Acknowledgement: _____ *Date:* _____

12/13/2019