

Education Specialist Job Description

Qualifications:

- Current Education Specialist Credential (moderate to severe)
- Ability to read and write English at a professionally appropriate level
- Ability to navigate pertinent technology (e.g., computers, tablets, Boardmaker, etc.)
- Ability to physically engage with all elements of programming (e.g., daily PE, vocational tasks, physical support for students, etc.)
- At least 2 years experience working as a credentialed teacher in a special ed classroom

Job Responsibilities:

Classroom Structure, Curriculum, and Organization

- Design and implement enriching and meaningful curriculum and activities focused on functional skills while addressing each student's IEP goals (community outings, art projects, cooking, special activities)
- Support classroom team in maintaining ongoing data tracking systems regarding behavior, goal progress, and any other areas needed for all students and provide quarterly progress reports
- Design and maintain effective physical and program organization in alignment with the Morgan Autism Center Model (e.g., daily schedules for students and staff, daily/weekly routines, 15-minute rotation model, and other classroom systems)
- Support all students and staff in use of multi-modal communication strategies (e.g., visual first-then schedules, task analyses, social stories, daily schedules, AAC devices, basic sign language, and any other supports needed)
- Provide ongoing support and teaching for all activities of daily living (e.g., toileting, personal hygiene, maintaining safety, and other areas as needed)
- Maintain and demonstrate the MAC model of positivity, compassion, and collaboration at all times
- Direct participation in all daily activities, including physical education, community outings, special events, art, music, etc.

Staff Management

- Supervise, coach and manage (including training and evaluations) a team of 7 - 8 instructional aides in executing program model and philosophy
- Model and maintain a healthy and effective team dynamic among classroom staff
- Train and/or assist in training of classroom staff
- Conduct effective and efficient daily meetings with classroom staff

IEP Development and Behavior Management

- All program development, student supports planning and implementation must align with the philosophy of the Morgan Autism Center model
- Develop and implement all IEPs for each student on their caseload (e.g., annual, triennial, transition, exit, etc.) in collaboration with all IEP team members (parents, group home, OT, SLP, admin, etc.)

- Design and implement effective behavior intervention plans for all students, based on analysis of recorded data
- Conduct pre-IEP meetings with parents and service providers to discuss direction and development of IEP prior to district IEP meeting
- Submit Triennial or IEP paperwork to admin 1 week ahead of the IEP meeting

Communication

- Maintain consistent and thorough communication and collaboration with all IEP team members (parents, group home, OT, SLP, admin, etc.), including individualized daily communication to classroom parents
- Maintain professional relationships with school districts, regional centers and other professional agencies
- Provide communication to administrators regarding developing challenges and/or requests for support

Training

- Attend and participate in training on the Morgan Autism Center Model
- Attend all in-services provided by Morgan Autism Center
- Attend additional trainings upon request

Employee Status: Exempt

Immediate Supervisor(s): Program Director

Programming Hours

- Students: 8:55am - 2:35pm
- Staff: 8:30am - 2:45pm
- Morgan Autism Center is a year-round program. Please see the website for [programming calendar](#).

Benefits

Listed benefits are provided at no cost to Morgan Autism Center employees.

- medical, dental, vision, chiropractic, acupuncture
- Profit Sharing Plan (401a), Tax Deferred Annuity (403b), life insurance