
Educational Programs Inspiring Communities, Inc.

Position Description Certified Special Education Teacher

Job Purpose:

Under supervision of the Sr. Program Manager - H.E.A.R.T. Management the Certified Special Education Teacher plans, implements and evaluates assigned educational programs, and assists the Sr. Program Manager - H.E.A.R.T. Management in the planning and implementation of the H.E.A.R.T. Program curriculum.

Duties and Responsibilities:

1. Assists with the organization of the H.E.A.R.T. Program curriculum.
2. Conducts vocational life-skills training for developmentally disabled adults.
3. Assists with development and preparation of the H.E.A.R.T. Program training materials.
4. Tracks participation and administers pre and post-test evaluations.
5. Prepares and updates the student Individual Education and Employment Plan.
6. Prepares monthly, quarterly, and annual reports as required.
7. Maintains all audio/visual equipment and educational materials.
8. Performs other duties as assigned.

Requirements:

1. Bachelor's degree from an accredited university.
2. Two years experience in public or community education.
3. Have a current State Teaching Certification in Special Education.
4. Be able to gather numerical and narrative data to assist in the completion and/or composition of reports.
5. Ability to develop educational programs in accordance to policies and procedures established by the Sr. Program Manager - H.E.A.R.T. Management.
6. Be able to use judgment in the completion/implementation of assigned program responsibilities.
7. Keep Sr. Program Manager - H.E.A.R.T. Management informed of progress and/or obtains approval as necessary.
8. Must be able to bend and lift up to 25lbs consistently.
9. Must be able to stand on feet for long periods of time.

Includes salary \$55K-\$65K (DOE) and benefits package including medical, dental, PTO, disability, life insurance, and retirement package.

Please submit cover letter and resume to Seth Malin, Executive Director
smalin@heartprogram.org