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### Bona Vista Programs Keys for Kids Preschool Special Education Teacher

<b>Department:</b>	<b>Preschool</b>
<b>Location:</b>	<b>Kokomo, Indiana</b>
<b>Employment Type:</b>	<b>Full Time</b>

**Position Responsibilities:** Provide instruction and opportunities for learning to children ages 3-5 years in a classroom setting for children with special needs. Develop appropriate goals and objectives for each child together with parents and other staff. Record and update these goals in the child's IEP. Plan and conduct a variety of activities that are appropriate for the developmental ages of the children and are designed to increase language, self-help, motor, socialization\ffective, and cognitive skills. Implement an age appropriate, success oriented developmentally appropriate program. Follow daily routine and schedule while remaining flexible to individual factors that may alter routine. Maintain classroom management. Help create a warm and accepting environment & atmosphere for children, parents, families, volunteers, community representatives, and staff. Model appropriate language and behavior. Follow agreed upon curriculum. Communicate and work with other staff to coordinate program components and goals for each child. Maintain an orderly and safe environment in which children can explore and participate freely, allowing them to increase their independence and enhance their self-esteem. Keep a peaceful and accepting environment in the classroom, encouraging positive interactions and social and emotional growth of the child. Observe and record behaviors of children in the classroom. Must have the skills to write accurate, detailed progress and evaluation reports on each child. Observe and record individual skills for the purpose of completing school evaluations and for the ISTAR test. Also, log child's information into computer records. Attend staff meetings and parent conferences and contribute to those meetings. Act as supervisor to aides and volunteers providing instructions and guidance regarding their responsibilities in the classroom and report any concerns to the Division Manager of Preschool Services. Relate to parents in a professional and concerned manner offering guidance and suggestions to foster the growth and development of their children. Must be capable of moving children to assist in various activities, including toileting and feeding. Report any signs of abuse to Division Manager of Preschool Services or agency nurse. Must be capable of meeting the physical needs of children served which includes but is not limited to lifting (up to 50 pounds), bending, kneeling, squatting, reaching, and twisting. Must be capable of holding and moving children to assist in various activities. Must be able to move and play with children indoors and outdoors and be able to get up and down from the floor. Help with care of physical needs of children including feeding, toileting, washing hands, etc. Attend parent conferences and contribute to those meetings. Attend "after hours" activities that benefit the agency, which may include Open House, and fundraising events as requested. Assist in organizing and planning extracurricular activities. Be committed to providing a safe environment for all clients. Act as a liaison with clubs, groups, and public school personnel within the community as needed. Portray a positive attitude that maintains a customer and co-worker satisfaction level that limits adverse situations or complaints. Promote agency philosophies, generating team spirit and creating and maintaining an environment that fosters employee satisfaction, maximizes productivity and profitability. Attend meetings and training as requested. Help ensure classroom job assignments are completed, i.e. dishes, laundry. Keep bulletin boards up to date.

**Qualifications:** Bachelor's Degree and an Indiana Teacher's license in accordance with the Indiana Department of Education guidelines as for TOR (Teacher of Record) for Special Education Preschool. Must have experience in early childhood programming, either center based or home based in special education, elementary education, kindergarten education, or early childhood education. Previous teaching experience required. Must possess or be capable of obtaining CPR and first aid certification annually and perform as necessary. Must possess good communication skills both written and oral.

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 Position to close: December 31, 2016