



# Alexander Leigh Center for Autism

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**TITLE:** (PEL) LBS1 - Teacher      **CLASSIFICATION:** Professional      **CFR:** Program      **FLSA STATUS:** Exempt

**REPORTS TO:** Executive Director/Director of Student Services      **SUPERVISED BY:** Senior Teacher

**SUPERVISES:** PM, RBT, PMA, and 1:1 Instructors

**WORKS WITH:** Executive Director, Director of Operations, Director of Student Services, ALCA Staff, Senior Teacher, BCBA, BST, Students, Related Services and Parents

**PURPOSE:** The Teacher holds the key position in assuring a smooth and well-functioning classroom. The Teacher is responsible for organizing and implementing an instructional program by creating and maintaining the legalities of the IEP that will result in students achieving academic success. This is a hands-on position working closely with a Program Manager (PM), Program Manager Assistant (PMA), 1:1 Instructors, Board Certified Behavior Analyst (BCBA), Related Services, and the Executive Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees classroom and manages staff, including improvement plans and provide feedback for and participate in staff performance reviews
- Prepare daily schedules, staffing plan and fulfill 1:1 role as required
- Monitor Specials schedules for students and track therapy minutes
- Facilitate morning and afternoon staff meeting, PCM practice, implementation meetings and staff training as well as creating a classroom dynamic that fosters teamwork, a positive class morale, collaboration and solid communication in the best interest of students
- Schedule and determine Centers activities
- Lead groups while differentially modifying instruction to each student
- Overlap with specials 1x/month
- Lead parent communication to include reading and writing of daily notes in log and weekly parent teleconferences
- Record student attendance
- Participate in all IEP meetings, collaborates with team to write and develop IEP goals, objectives, BIPs, and Programs using the IGS curriculum
- Quarterly Progress Reports and progress monitoring meetings
- Participate in student PCM debriefings
- Attend meetings and trainings as required
- Organize and lead quarterly Parent/Teacher Conference – Run all parent meetings
- Participate in field trips and community outings
- Design material as needed
- Write proposed budget for programs and materials
- Administer formal and informal assessments, screening and testing of students; write reports with findings and recommendations
- Collaborate with BCBA to develop BIPs and toileting protocols
- Overlaps classroom staff on program implementation and BIPs, provides feedback to PM, PMA and 1:1s
- Teacher is overlapped by BCBA

***(Continued - (PEL) LBS1- Teacher)***

- Safety of students, staff and ALCA
- Inform staff of policy and procedures
- Monitor student data weekly (EDU, BIP, CIP, OT, ST, MT, VOC)
- Support PCM when needed
- Participate on task forces as appropriate
- Collaborate with parents, Nurse, and Directors to maintain and post medical protocols
- Provide frequent feedback to staff that is positive and constructive, and when necessary to provide coaching in the moment and follow up with additional training and debriefing
- Communicate changes in programs to teams
- Lead intake team on new students
- Work 1:1 daily with students
- Create theme based unit to support monthly field trip
- Understand all student programs (EDU, OT, SLP, LS, MT, VOC, and BIPS)
- Maintain classroom cleanliness and organization
- Write lesson plans for classroom and community based outings
- Provide written lesson plans to Subs
- Collaborate with BCBA on student programming
- Take baseline data on programs and behavior
- Practice PCM weekly
- Must follow dress code and wear ALCA issued protective equipment
- Maintain student, parent, organization, and staff confidentiality
- Adhere to regular, consistent, and punctual attendance
- Conduct daily uniform checks for staff, to include basic ALCA gear and safety gear
- Other duties as assigned

**EDUCATION/KNOWLEDGE REQUIREMENTS:**

- LBS1 required at Bachelors or Masters level
- Experience working with children on the autism spectrum required
- Minimum of 2 years

**SKILL REQUIREMENTS:**

- Desire to work with children on the autism spectrum
- Detail oriented, demonstrated ability to quickly problem solve and multi-task
- Demonstrated ability to maintain a helping role and to intervene appropriately to meet service goals
- Demonstrated ability to relate effectively and professionally with children, supervisor, co-workers and staff
- Ability to be CPR/First Aid Certified and maintain certifications
- Successful completion of PCM certification and annual recertification
- Maintain employee confidence by keeping all employee and student information confidential
- Contributes to team effort by accomplishing related tasks as needed
- Ability to remain calm in crisis situations

**EXPECTATIONS:** Exhibit professional conduct with school colleagues, students, parents, school districts, and the community-at-large in accordance with ALCA policies, procedures and work rules. Maintains *(Continued - (PEL) LBS1- Teacher)*

employee confidence by keeping all student, employee, ALCA business, and human resource information confidential. Contribute to team effort by accomplishing related results as needed. Update job knowledge by participating in educational opportunities; reading technical publications, attending InServices.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to use hands, lift, talk, hear, stand, sit, stoop, kneel, crouch, or crawl. The employee is also frequently required to walk, run, reach with hands and arms, climb and/or balance.

- Able to move or position a student of up to 100 lbs. individually
- Able to stoop, crouch and kneel for long periods of time (greater than 20 minutes)
- Able to use PCM procedures and protocols on a daily basis
- Must be able to work both indoors and outdoors in all weather conditions
- Must be able to work with physically aggressive students and anticipate/prevent/reduce injuries
- Participate in strenuous physical activity for a minimum of 20 continuous minutes

**OSHA ACT:** This position is frequently required to handle human body fluids, biological agents, cleaning chemicals, and/or be exposed to hazardous materials and/or noise levels.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and additional job duties and functions are subject to modification.

**EEO/AA**

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