

Children's Unit for Treatment and Evaluation
Dr. R.G. Romanczyk, Director
P.O. Box 6000
Binghamton University
Binghamton, NY 13902-6000

Special Education Teacher/Education Specialist Position Description

This position is with the **Research Foundation of SUNY**

TRAINING, KNOWLEDGE, EDUCATION, EXPERIENCE, OR SKILLS

Required Qualifications:

- Bachelor's or Master's degree in Education (Special Education degree preferred)
- New York State teaching certification. Salary differential will be based on NYS certification as a special education teacher.

Preferred Qualifications:

- Experience working with children diagnosed with autism spectrum disorders.
- Familiarity with applied behavior analysis, which subsumes experience in data collection, summary, and evaluation methods, is desirable.

ORGANIZATIONAL POLICIES

- Must be able to demonstrate, via written exam, competency on Unit policies and procedures as presented in Staff Manual.
- The exam must be passed, (proficiency $\geq 90\%$), within the first month of employment. Failure to do so results in immediate probation. If the exam is not passed by the end of the 2nd month of employment, employment status will be affected. Exams will be administered a maximum of 3-times per employee.
- Per State Education Department regulations all employees are subject to clearance through the State Central Register of Child Abuse / Maltreatment and fingerprint supported criminal history background check.

JOB RESPONSIBILITIES

- Formulate and implement Individual Education Plans.
- Develop, construct, and implement habilitative programs for assigned children.
- Objectively evaluate child behavior and performance.
- Monitor objective evaluation of child behavior and performance and modify programs as required.
- Consult on program analyses to determine effectiveness.
- Prepare written reports as needed.
- Maintain frequent contact with parents or guardians of children regarding child progress on IEP goals and suggestions for parents to facilitate IEP goals.
- Participate in multiple weekly staff meetings.
- Provide in vivo supervision and performance feedback to subordinate staff as requested.

EXPECTATIONS

- Provide direct child instruction and care for at least 5 days a week from 8:45-2:15, as determined by the Unit calendar, including parent training as required to implement instruction.
- Meetings, preparation, parent contact, etc. will occur outside direct care time.
- Participate in all habilitative, self-help and behavioral intervention programs as requested.
- Maintain appropriate cleanliness, organization and decoration of classroom.
- Assist children to and from bus stop and monitor lunch period.
- Conduct adaptive physical education lessons and assist in art and music classes.
- Proficiency in analytical methods and written expression.

LEVEL OF SUPERVISION: Special Education Teachers will be supervised by and work closely with both the Director of Educational Services and Director of Psychological Services. Daily in vivo supervision of instructional effectiveness will be provided. In addition, consultation on program development, data evaluation and related responsibilities will be held weekly. Excellent experience for graduate school applicants and those preparing for CBA exam.

ANNUAL SALARY: \$25,000 to \$32,000 dependent upon qualifications and experience

HOURS: Full time (37.5-hours/week, to include 1/2 hour lunch)

Full time position includes full benefits package through the Research Foundation of the State University of NY.

Three letters of recommendation are required prior to employment.