NORTH METRO GNETS LEAD TEACHER
JOB DESCRIPTION & VACANCY NOTICE

CERTIFICATION: Master’s Degree, preferred Special Education, Counseling, Psychology, or Child Development/Early Childhood and Georgia Educator Certificate - preferred Special Education General Curriculum and Adapted Curriculum and Highly Qualified

PREFERRED: Leadership

POSSIBLE TENURE: Yes

EXPERIENCE: 3 or More Years of Successful Teaching Experience with students identified with Emotional Behavioral Disorders and/or Autism

SALARY: State of Georgia, Department of Education Professional Salary Schedule Plus Agency Supplement, Full Benefit Package; TRS

TERMS OF EMPLOYMENT: As per Contract

REPORTS TO: Principal/Site Coordinator and North Metro GNETS Director

NORTH METRO GNETS LEAD TEACHER

MISSION: To support and provide leadership of the educational, behavioral, and therapeutic support program of the students, staff, interagency stakeholders, and parents in the North Metro Georgia Network for Educational and Therapeutic Supports (GNETS) Program.
## North Metro GNETS Program

A member of the Georgia Network for Educational and Therapeutic Support

### Knowledge Requirements:
Requires knowledge of:

- IEP case management
- Georgia Special Education Rules & Regulations & IDEA
- Due process, including an understanding of best practices and requirements
- Special education needs and exceptionalities
- Behavior management and intervention; techniques and best practices
- Functional Behavioral Assessments & Behavioral Intervention Plans
- Curriculum, especially understanding scope and sequence versus individualization and differentiation
- CCGPS, GPS, GAA, & Graduation Rules
- General school system structures and dynamics

### Skill Requirements:
Skilled in:

- Interpersonal relations
- Excellent written communication skills
- Presenting to individuals, as well as to groups of various sizes
- Time management, and ability to be flexible
- Leading meetings, developing agendas, and adhering to meeting timelines
- Researching information, procedures, and policies, and resources
- Using MS-Office, especially Excel and Word
- Using computer-based IEP software applications
- Writing IEP Assessment Summary Reports
- Behavior Intervention Planning (BIP)
- Ability to maintain confidential information

### Specific Duties & Responsibilities:

- Implement the GNETS Standards of Practice
- Provide and/or assist teachers with instruction in the grade level Common Core Georgia Performance Standards (CCGPS) and Georgia Performance Standards (GPS)
- Assist with the monitoring and implementation of Life Space Crisis Intervention (LSCI)
- Provide staff training, support and supervision in de-escalation techniques and the use of restraint (ex. Mindset)
- Provide staff training, implementation, and monitoring of Functional Behavior Assessments and development of Behavior Intervention Plans
- Assist with the monitoring and implementation of the Developmental Teaching Objectives and Rating Forms-Revised, 5th ed. (DTORF-R) for evaluation and program planning for students with Emotional Behavioral Disorders (EBD)
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- Assist with the monitoring and implementation of the ABLLS for evaluation and program planning for students with Autism Spectrum Disorders (ASD)

- Assist with the training, implementation, and monitoring of program-wide Positive Behavioral Interventions & Supports (PBIS)

- Monitor GNETS classes and debrief with team members and administration

- Provide crisis intervention for students on an as needed basis and as assigned by the Site Coordinator

- Function as a Lead Teacher in the absence of a staff member

- Conduct parent conferences intermittently and parent activities as required

- At the request of the Director or Site Coordinator, conduct in-service training sessions with educational staff

- Disseminates information received for the North Metro Site Coordinator provides leadership in the development and implementation of curriculum and behavior plans and data collection

- Works with the administration to develop priorities for academic improvement and behavior intervention

- Assist in staff development activities

- Provide leadership in the analysis of data and the development of strategies for academic achievement and behavior intervention

- Conducts in-service and training for new employees to the North Metro Program

- Assist in the development of the master schedule

- Acts as a liaison between the North Metro administration and the staff to ensure effective communication.

- Assist in the administration in ordering supplies and equipment
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- Assist with IEP training and accountability of IEP reporting
- Assist staff with behavior interventions as needed
- Attends all meetings called by the administration
- Coordinates and schedules meetings, agenda, and provides a summary of meetings to the North Metro Site Coordinator
- Monitors all student records
- Provides for student intake and for due process information to staff
- Manages crisis situations and consults about behavior interventions
- Administers student testing, as appropriate
- Manages crisis situations, usually student behavior issues, and ensures that procedures are followed. Works with staff, including teachers, site coordinators, psychologists, social workers, and paraprofessionals, to develop student behavioral expectations. Document the services provided by completing and disseminating a staff activity plan.
- Monitors all student records. Reviews new due process and compliance documents. Reviews student files, as necessary.
- Reviews referrals and facilitates the intake process for new students, including completion of the necessary paperwork and taking students on tours of the program. Meets with home school district representatives, students, and parents. Receives, reviews and processes student record information, which is entered into the database.
- Provides in-service to staff, students, parents and community agencies
- Attends due process (IEP) meetings as an administrative designee
- Assists with case management
- Assists staff in the identification, implementation, and collecting of curriculum and assessments.
- Advises less experienced teachers regarding curriculum, assessments, equipment, technology and instructional materials; provides assistance with ordering instructional materials.
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- Facilitates staff meetings

- Provides staff development and mentorship to program staff in the areas of service delivery, assessment, technology, instructional strategies and programs for special education learners.

- Travels between shared sites and provides equitable services and supports

- Maintain progress records of students in the program under the supervision of the Site Coordinator, including planning & ongoing assessment of enrolled students in terms of social, emotional, behavioral, & academic objectives

- Assist with the facilitation of screening, referral, and placement of students into and out of the GNETS Program

- Maintain accurate data collection and prepare reports, as needed

- Maintain accurate records and reports and submits them promptly as needed

- Ensures that confidential and/or sensitive information concerning the GNETS program is only shared with appropriate personnel

- Crisis Prevention and Restraint Training certification is required for all North Metro GNETS employees

- Performs additional duties as assigned by the Site Coordinator and North Metro GNETS Director

Terms of Employment:

- 190 days

Responsible to:

- North Metro GNETS Site Coordinator and Director

Application Deadline:

- March 11, 2016 or until filled
North Metro GNETS Program

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Send letter of interest, a current resume, contact information for three references, and a copy of your current Georgia Teaching Certificate to:

Search Committee, North Metro GNETS Lead Teacher Vacancy
Attention: Dr. Cassandra A. Holifield
Email: cassandra.holifield@mresa.org
c/o Metropolitan Regional Educational Services Agency (MRESA)
1870 Teasley Drive SE
Smyrna, GA 30080
Mresasissearchcommittee@mresa.org

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