

Classroom Coordinator

Full-time:40 hours a week- Monday-Friday 7:30am-3:30pm with some flexibility

Starting pay: \$17.50/hour

Minimum requirements:

- At least 21 years old
- Bachelor's Degree required
- Valid driver's license required
- 1 year of experience working with individuals with intellectual disabilities and/or autism preferred.
- Be in good health and free of mental and/or physical limitations which would interfere in dealing appropriately with the client's handicapping conditions and behavior disorders.
- Upon hire, submit to background checks, drug screen (Drug-free workplace), tb skin test and work physical. (We are unable to hire anyone with felony convictions, abuse or assault convictions.)
- Handle With Care Training upon hire and prior to first day of contact with students and maintain certification annually.
- CPR/First Aid training upon hire and prior to first day of contact with students and maintain certification.
- Upon hire, PREA and TennCare Fraud Training.
- Medication Administration Training within first 90 days of employment and maintain certification.

Job description

In accordance with The King's Daughters' School's Vision of improving lives of individuals with developmental disabilities through caring, goal-oriented service by dedicated staff in a safe, warm learning environment, the Classroom Coordinator is responsible for managing the day-to-day operations of the classroom in an educational setting. The position does not require a Teaching Certificate. The coordinator focus may be in a non-academic, non-core area for students either in a school-aged program, such as Art, Music, Communications, PE, or in a classroom for adult students no longer tied to an IEP, such as the Young Adult Academy.

Essential Functions

- Provide a clean, warm, and inviting classroom setting that results in a positive learning environment.
- To assess each student and use those assessments to build focused curriculum that is pertinent to abilities, motivating and builds upon student goals established in ISP.
- To create and implement lesson plans in accordance with Focus Area.
- To instruct students daily, ensuring student engagement and skill acquisition.
- Present assessment results, annual goals, and instructional objectives at clients' Individual Service Plan or Individual Education Plan meetings.
- Collect, track, and present data on student goals to ensure both educational and behavioral progress.
- Utilize accepted methods of classroom evaluation, observation, teaching and management as well as behavior management techniques.
- Maintain appropriate procedures for reporting to parents and/or other responsible parties.

- Utilize time before and after school for instructional planning and preparation, development of materials, one-on-one instruction, record keeping, assessment, reporting and supervision of clients at breakfast and/or lunch periods as needed.
- Individual Classroom goals may be provided with specific information on Focus Area at beginning of each academic year.
- Complete all required paperwork in a timely manner.
- Complete 24 hours of accredited in-service training annually.
- Perform other essential and marginal job functions as assigned.
- This position may require use of KDS vehicles in transporting students and occasionally personal vehicles on KDS business (non-transporting) and therefore a valid class D driver's license is required.
- Performs other essential and marginal job functions as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Disabilities and the organization's mission
- Occupational hazards and precautionary measures.

Skills in:

- Use of office equipment, software, and computer systems
- Organization and analytics
- Communication best practices and technology use

Ability to:

- Think and act quickly in the event of an emergency.
- Accept responsibility and use good judgment.
- Deal tactfully with co-workers, clients and the general public.
- Maintain a clean and professional work environment.
- Communicate verbally and in writing, with all individuals associated with KDS.
- Instruct and direct others in medical emergencies, medication administration, and routine or specialized healthcare situation.
- Kneel, bend and clean on knees; perform a therapeutic hold that requires kneeling/sitting on knees for up to 15 minutes; holding an individual for 15 minutes; move furniture and lift items that weigh at least 40 lbs.; stock shelves which includes being able to lift items over your head and stack them onto shelves; mopping, sweeping, and moving chairs, tables and appliances.
- Be present at scheduled times and dressed according to policy guidelines.

The King's Daughters' School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.