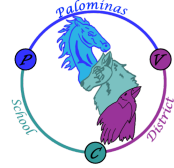




PALOMINAS SCHOOL DISTRICT #49

Position Description



JOB TITLE:	Character Education Teacher
DEPARTMENT:	Special Services
REPORTS TO:	Director Special Services and Site Principal
FLSA STATUS:	Exempt
SUPERVISORY DUTIES:	
APPROVED ON:	6/12/2018

SUMMARY: The Character Education Teacher provides assistance in meeting the students educational, emotional and social needs. The emphasis is proactive in nature to reduce the need for Crisis Intervention.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides assistance in preventative mental health activities (e.g., self-esteem, problem solving, decision making, anti-bullying strategies, lunch-bunch, friendship, interest groups)
- Provides character education support for students on an individual or group basis to remediate behavioral, academic, and personal student concerns and is not involved in student discipline.
- Consults with administrators, teachers, parents, children and others in the school to develop interventions and a calming space for students who need a break.
- Maintains and keeps current records and documents pertaining to students referred. If students are referred to the Calming Room frequently the Principal will be notified.
- Reports cases of suspected child abuse.
- Develops a weekly schedule and sends weekly updates to Principal.
- Assists in special interest programs as needed, i.e., parenting groups, support groups, etc.
- Maintains Confidentiality
- Assists in planning and implementation of Red Ribbon Week and other Character Education programs.
- Attends character education and school trainings.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Knowledge of applicable federal and state regulations.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to establish priority ordering of tasks necessary to complete tasks and conveys these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's degree in a related field.
- Experience preferred.
- Able to obtain a teaching certificate.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

School and office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.