



Mission...

Build a better future for youth and families by helping them navigate the challenges of childhood, adolescence and young adulthood.

Values...

We are dedicated to:

- *Providing quality services to all of our clients, regardless of their age, gender, race, color, religion, creed, political beliefs, national origin, ancestry, sexual orientation, marital status, mental or physical disabilities, or ability to pay.*
- *Showing sensitivity and caring;*
- *Being accountable and responsive; and*
- *Pursuing professional excellence and offering a fulfilling work experience and professional development for our staff.*

LOOKING GLASS JOB DESCRIPTION

POSITION: Social Skills Development Teacher	POSTED: January 2012
PROGRAM: Center Point School	SALARY: \$11.54 per hour
REPORTS TO: Education Supervisor	FTE: 1.0
SUPERVISES: N/A	EXEMPT: No

OVERVIEW OF RESPONSIBILITIES:

The Social Skills Development Teacher is responsible for the design and teaching of daily social skills development classes and maintains control of client behavior and conduct in the milieu.

QUALIFICATIONS:

1. **Education:** Bachelor's degree in a behavioral science field; OR at least one year of work experience working directly with clients with emotional disturbance AND two years of combined experience, education, training and/or work experience in a behavioral science field.
2. **Certification(s):** QMHA certifiable.
3. **Experience:** One year of work experience with youth with emotional disturbance/behavior disorders in a classroom setting or leading social skills development groups.
4. **Availability:** Monday through Friday 8:15 a.m. – 4:15 p.m.
5. **Driver's License:** Valid in Oregon, acceptable record, and insurability under Agency's auto insurance.
6. Ability to work effectively as a member of an integrated team.
7. Ability to relate effectively with youth, parents, community, and referral sources.
8. Ability to work in an unstructured, sometimes stressful environment, and maintain a positive mental attitude.
9. Good communication and writing skills.
10. Understanding of counseling practices.
11. Computer experience and ability to use E-mail, Intranet, and Internet.
12. Cultural sensitivity and experience working with people from diverse cultural backgrounds.
13. Ability to maintain confidentiality.
14. Professional appearance appropriate to the position.
15. Commitment to Looking Glass Mission and Values.

PREFERRED QUALIFICATIONS:

Current and valid State of Oregon teacher certification or two years of classroom experience with adolescents.

SPECIFIC DUTIES:

1. Designs and teaches two or more social skills development classes daily.
2. Develops relevant and appropriate curriculum for youth with diverse needs and learning styles.
3. Teaches educational software to youth and implements interactive computer-based curriculum.
4. Implements Individual Education Plan goals and objectives.
5. Provides social skill development, behavior management, support and supervision of clients, individually and in groups, throughout the daily structure of Center Point School.
6. Plans and facilitates community service learning and work experience classes. Teaches and role models job skills.
7. Facilitates learning of social skills through recreation classes in community settings.
8. Reports educational information and, as required, generates transcripts.
9. Writes group notes in accordance with program standards and regulations as assigned.
10. Completes quarterly final evaluations for students as requested.
11. Assists in the development of classroom and student schedules.
12. Participates in program development.
13. Ensures continuity of program services through communication with all program staff.
14. Maintains contact with parents/guardians as needed.
15. Acts as assistant in academic and/or elective classes as assigned:
 - a. Assists with the development and implementation of curriculum as requested.
 - b. Provides instructional/individual assistance to clients during classes.
 - c. Documents client behaviors and staff interventions in accordance with program standards and regulations.
 - d. Communicates attendance, behavior, and progress in classes to other program staff as appropriate.
 - e. Assists with general administrative duties:
 - 1) Supplies
 - 2) Inventory
 - 3) Copying
 - 4) Obtaining, previewing videos, etc.
16. Acts as a positive role model.
17. Attends regular supervisor meetings with Education Supervisor.
18. Attends weekly staff meetings; provides input regarding observations of client progress, assessments, etc.
19. Completes other duties as assigned.

PROUD OF OUR DIVERSITY