



**Job Title:** Teacher

**Department:** School

**Reports to:** School Principal

**Status:** Full-Time

**FLSA Classification:** Exempt

**Supervisory Duties:** None

## **Objective:**

The Mill Neck Family of Organizations is looking for an experienced teacher who will create and maintain an educational atmosphere that encourages effective student learning and supports school programs and goals.

## **Duties/Responsibility:**

- Administer appropriate curriculum which is aligned with the NYS Standards providing appropriate modifications and adaptations as needed (or mandated by student IEP)
- Implements student IEP's and maintains necessary data. Maintains student confidentiality
- Ensures the opportunity for all students to learn in a supportive environment
- Establishes and communicates clear objectives for all lessons and units, using a variety of instructional techniques and strategies to meet the needs of all students.
- Creates and maintains a positive, orderly, and academically focused learning condition in the classroom
- Analyzes student progress and implements lessons, activities and routines that will further allow for student progress
- Provides a classroom management/discipline plan ensuring safety at all times and/or implement the Behavior Intervention Plan as written and stated in the IEP
- Ensure assessment regulations and guidelines are followed at all times.
- Develops a classroom climate that promotes positive learning conditions
- Works professionally with administrators, staff, parents and community
- Integrates technology into the instructional program
- Demonstrates knowledge, skill and ability to provide instruction in a secondary classroom.
- Work cooperatively with students, parents, peers, administration and community members



# Mill Neck Manor School for the Deaf

Mill Neck Family of Organizations - Established in 1947 by Lutheran Friends of the Deaf

- Guide the learning process toward achievement of curriculum goals
- Participate as an active member with other faculty and staff.
- Maintains accurate and complete records as required by law and school policy.
- Maintain and improve professional competence
- Adheres to the communication styles and needs necessary of the students in the classroom as well as with all members of the school community.
- Utilizes Teacher Assistant effectively throughout the day
- Leaves plans for substitute teacher in the event of absence from the classroom.
- Collaborates with appropriate staff on the development of present levels and goals (including benchmark as needed), and attends IEP meetings
- Implements behavior and intervention plans as identified by student need in accordance with school policy and input of student's counselor and/or BCBA.
- Utilizes positive behavioral supports as appropriate
- Knows and follows fire drill and safety procedures.
- Reads, understands and adheres to the school policy book, the Collective Bargaining Agreement and the Teacher Job Description.
- Attends meetings and planned in-service trainings as needed.

## **Required Skills/Ability:**

- Experience working with Deaf and Hard of Hearing population
- Knowledge of Disability Rights, laws and regulations
- Ability to communicate using American Sign Language or willingness to learn and show progress through formal evaluation
- Strong administrative skill profile exhibiting a high level of professionalism, attention to detail and the ability to organize work and manage time effectively
- Demonstrated experience in written presentation design and layout
- Excellent interpersonal, written and oral communication; including the ability to effectively communicate and interface with all levels of employees as well as external customers
- Capable of handling and appropriately prioritizing requests from multiple sources, in a timely manner
- Resourceful and demonstrates a high level of independence and initiative to resolve issues and take on challenges as they arise
- Ability to identify then need and make recommendations for process improvements to increase efficiency



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- Demonstrated ability to work with highly confidential material
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and the ability to learn and become proficient at using other technology tools as required.
- Must be willing to support the MNFO Mission as a Lutheran faith based organization by representing employer during community events and conferences promotion Mill Neck Family of Organizations

### Education and Experience:

- Master's degree or higher from an accredited university
- Minimum of one year of experience supporting executive non-profit education, or deaf and disability services or equivalent combination of education and outlined experience
- NYS Certification in Deaf Education
- NYS Certification in Grades Birth to 2
- NYS Certification in Grades 1 to 6
- NYS Certification in Special Education

For information on **Mill Neck Family of Organizations**, including our company culture, visit our website at [millneck.org](http://millneck.org)

*Mill Neck Family of Organizations is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**Email your cover letter and resume to: [Careers@millneck.org](mailto:Careers@millneck.org)**