



Special Education Job Description

Special Education teacher will be responsible for executing DSABV's education plan from babies to adults. This job is a part time position with flexible hours. Initially, the focus is on our summer program with a heavier emphasis on 2-22 year old students. You are paid \$35 per class hour, on a contract basis with a 1099 reportable. Everything will be prepared for you, so you will not have to plan. Working and guiding volunteers, in addition to communicating with parents is part of the position.

From May through August 2017 the primary focus is as follows:

Duties:

- Gather curriculum for each class, working with teachers as necessary
- Develop flyers and marketing pieces for parents
- Attend education committee meetings
- Be first point of contact for parent and student questions and concerns
- Meet with education coordinator for pre, mid, and post class evaluations
- Greet students and parents
- Coordinate and recruit volunteers as needed for each class
- Coordinate field trips and volunteer opportunities for students

About you:

- Have the desire to be part of the team creating a new education program for DSABV members for ages birth to adulthood for our summer and fall program
- Have experience or desire to develop curriculum for people with Down syndrome and other disabilities.
- Have experience in an educational setting for people with disabilities
- **MUST** be able to handle details for multiple priorities and events in a calm manner.
- Multi-tasking is a huge part of this job and being able to juggle multiple tasks, events, conversations, etc. without letting stress take over is important.

We are looking for someone with self-ownership and leadership skills. If you are interested and/or have experience in education and have required administrative skills, like to work in a team environment with other parents, committees and the community at large, know how to organize yourself and a team, can ask for help, share your thoughts and opinions and take correction, please send your resume and cover letter to dsabv@dsabv.org

Please let me know if you are interested, and which group you would want to teach. Ideally, I would like for you to be available for the entire session, so check your calendars.

TEENS/ADULTS (age 15+ or as deemed appropriate by parent & DSABV)

This summer, our goal is to focus on skills that have a purpose for the future.

- A. Communication skills that have an emphasis on expanding students' basic conversation skills to include opportunities for more robust conversations. Skills to be addressed: asking appropriate questions for the conversation and self-advocacy in sharing of ideas and opinions.
- B. Important signs and landmarks that place a value to everyday living. This leads to personal and community safety skills.
- C. Everyday safety, hygiene, and exercise that benefits students daily.

Classes will be held Monday through Friday from 10:30 pm - 12:30 pm at DSABV. Students may attend one session or all sessions. Skills are cumulative. In addition, field trips will be planned.

Session 1: June 19 - June 23

Session 2: June 26 - June 30

Session 3: July 10 - July 14

Session 4: July 17 - July 21

Session 5: July 31 - August 4

Session 6: August 7 - August 11

MIDDLES (age 8-14 or as deemed appropriate by parent & DSABV)

This summer students will focus on:

- A. Communication skills that emphasizes on listening to details and following directions which lead to independence.
- B. Routines that provide safety, hygiene, and exercise.
- C. People and landmarks that have value in everyday living. This leads to personal and community safety skills.

Classes will be one held Monday through Friday from 6:00 pm - 7:30 pm at DSABV. Students may attend one or all sessions. Skills are cumulative. In addition, field trips will be planned.

Session 1: June 26-June 30

Session 2: July 10 - July 14

Session 3: July 31 - August 4

LITTLES (age 3-7 or as deemed appropriate by parent & DSABV)

This summer students and parents will focus on:

- A. Gross motor skill develops strength, endurance, balance, and coordination.
- B. Fine motor skill development that increases strength with hand eye coordination, use of thumb and one finger, and object manipulation, along with body awareness.
- C. Pre-Reading Skills using matching, rhyming, letter skills, listening and language skills.
- D. Number sense skills where understanding their relationships with numbers will be addressed, along with understanding symbolic representations using manipulatives, along with numbers in real world situations.

Classes will be two days a week for five weeks at DSABV.

Session 1: Motor skills and numbers: Tuesdays 9 am - 10 am
July 11, July 18, July 25, August 1, August 8, August 15

Session 2: Motor skills and pre-reading skills: Thursday 9 am - 10 am
July 13, July 20, July 27, August 3, August 10, August 17

DOWN SYNDROME ASSOCIATION OF BRAZOS VALLEY
Employment Application

| APPLICANT INFORMATION | | | | | | | | | |
|---|--|--|------------------------------|-----------------------------|--|------------------|------|------------------------------|-----------------------------|
| First Name | | | | Last Name | | | Date | | |
| Street Address | | | | | | Apartment/Unit # | | | |
| City | | | | State | | | ZIP | | |
| Phone | | | | E-mail Address | | | | | |
| Date Available | | | | Social Security No. | | | | | |
| Position Applied for | | | | | | | | | |
| Are you a citizen of the United States? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever worked for this company? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |
| Have you ever been convicted of a felony? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain | | | | |

| EDUCATION | | | | | | | | | |
|-------------|--|----|---------|-------------------|------------------------------|-----------------------------|--------|--|--|
| High School | | | Address | | | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| College | | | Address | | | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| Other | | | Address | | | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |

| REFERENCES | | | | | | | | | |
|---|--|--|--|--------------|--|--|--|--|--|
| <i>Please list three professional references.</i> | | | | | | | | | |
| Full Name | | | | Relationship | | | | | |
| Company | | | | Phone | | | | | |
| Address | | | | | | | | | |
| Full Name | | | | Relationship | | | | | |
| Company | | | | Phone | | | | | |
| Address | | | | | | | | | |
| Full Name | | | | Relationship | | | | | |
| Company | | | | Phone | | | | | |
| Address | | | | | | | | | |

PREVIOUS EMPLOYMENT

| | | |
|--|----|--------------------|
| Company | | Phone |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| Company | | Phone |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| Company | | Phone |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |

ADDITIONAL RELEVANT EXPERIENCE

| | | |
|----------------------------|-------------------|----|
| Organization | From | To |
| Position | Type of Discharge | |
| Explain duties/involvement | | |

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|