

GENERAL DESCRIPTION OF CLASS

The INSTITUTION TEACHER teaches general and special preschool, primary and secondary subjects to physically handicapped, mentally handicapped, or court committed children or adults at a State institution.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. **Teaching Preparation.** Typical tasks: evaluates student's current academic needs and interests by testing student, reading student records, and observing student at work to provide appropriate learning program; plans and organizes materials to be taught in assigned courses; plans lessons and assembles materials to aid in teaching (i.e., audio visual materials, magazines, books).
2. **Direct Instruction.** Typical tasks: teaches normal curriculum and remedial subjects of the elementary or secondary curriculum (i.e., grammar, history, literature, arithmetic, reading, writing, spelling, home economics, music, and physical education); presents lectures on and demonstrations of subject being taught; provides individual explanation to student seeking help on lessons; gives assignments and answers questions; conducts group discussions and exchanges with students on subject matter and lessons; utilizes specialized and remedial teaching and testing techniques for instructing students as needed.
3. **Records.** Typical tasks: writes periodic academic review sheets on student progress; corrects student assignments and answer sheets and records grades; writes behavior reports on students to aid in evaluation of their progress; maintains a variety of scholastic achievement, activity, and attendance records.
4. **Miscellaneous.** Typical tasks: directs or assists in directing student group extracurricular activities (e.g., plays, carnivals, intramural and recreational games, newspaper preparation); may serve as student advisor, club sponsor, or chaperone; counsels and advises students about academic and personal problems; may confer or correspond with parents and relatives to explain school procedures and discuss problems of students; discusses student needs and problems with other professionals; verbally directs groups to organize for movement; (i.e., assists in maintaining order, security, and safety; walks students to and from living area; monitors hallways to discourage loitering; and maintains order; observes student behavior during class, recess, assemblies, or lunch to maintain proper behavior).

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person contact with mentally or developmentally disabled residents, court committed juveniles, or adult felons to instruct them. There is periodic telephone and written contact with personnel from other schools and institutions to discuss specific students' academic needs.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an Institutional Principal, Vice Principal, administrative superior, or supervising teacher who reviews the job through regular staff meetings, on-site visitations, and formal annual observation to establish that agency policies and procedures are being carried out and that State standards of education are being met. Work is determined through program structure and goals. Students are assigned according to academic test scores and at a designated pupil-to-teacher ratio. Agency policies and manuals, Administrative Rules and Procedures, and Federal laws concerning educational services are used by employees in this class as guidelines for providing services and dealing with students.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of the subject matter being taught.
 General knowledge of proper discipline techniques.
 General knowledge of First Aid and cardiopulmonary resuscitation (CPR).
 Basic knowledge of principles and practices of education.
 Basic knowledge of the theories of learning.
 Basic knowledge of academic recording methods.

Skill in presenting ideas and instruction in a classroom setting.
 Skill in applying teaching methods and procedures.
 Skill in maintaining classroom discipline.
 Skill in arousing and maintaining interest of students.
 Skill in organizing and planning classroom lessons.
 Skill in evaluating student progress.
 Skill in communication (oral and written).

Ability to work with pupils in an institutional school setting.
 Ability to identify and communicate student needs and problems to other professionals.

Some positions in this class may require one or more of the following:

Ability to learn the principles and procedures of security within a secured facility.
 Ability to learn behavior patterns of dangerous criminals.
 Ability to physically restrain out-of-control students.

SPECIAL QUALIFICATIONS

Possession of an appropriate Oregon State Teacher's Certificate at time of appointment.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.