



Special Educators/ Teachers Urgently required for a reputed 72 year old NGO

Jai Vakeel Foundation & Research Centre (previously known as The Research Society) is a 72 year old NGO working with children and individuals with Intellectual Disability (ID). We have a holistic approach to the management of individuals with ID and cater to over 3000 individuals annually, across varying age groups and varying levels of intellectual and other associated disabilities such as autism, epilepsy, cerebral palsy and visual or hearing impairment. Our services are divided into four broad categories – Healthcare, Education, Skill Development and Support Services.

For more details, please visit our website: <http://jaivakeel.org/>

Position Title: Special Teacher (Autism Centre)

Reporting: Department Head

Job Context:

The purpose of the role is to impart education to students with Autism Spectrum Disorder on life skills, basic literacy and techniques to help them adapt to their communities.

Key Responsibilities:

Functional

- Responsible for creating Individualised Education Plan (IEP) for every student.
- Monitoring the student's progress in accordance to the IEP.
- Use special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Modify the curriculum for students according to their ability and use a variety of instructional techniques and technologies in order to teach them.
- Assist individual students as necessary to follow routines, follow directions, follow an individual schedule, and/or complete tasks
- Meet with parents to discuss their children's progress and to identify the behavioural challenges, educational needs and priorities of their children. This may also require visiting students home as and when required.
- Enforce and maintain the discipline and behaviour in class so as to create an environment conducive to learning for all students.

Documentation

- Maintain and update the student records with complete medical and academic information. Prepare the annual report and/or any other reports that may be required.
- Maintain the attendance record for every student and counsel parents in cases of irregularities and absenteeism.

Other Responsibilities

- Coordinate/manage various events as and when required.
- To administer First Aid and handle a student during seizure, sickness, accidents etc. in coordination with the in-house doctor/therapist.
- Oversee the hygiene and maintenance of the classrooms.
- To take on any other work as assigned by the management.

Educational Qualification: B.Ed. or Diploma in Special Education (MR) with basic knowledge of Autistic Spectrum Disorder.

Age: 21 - 30 yrs.

Experience: Minimum 2 years of work experience in teaching severe to profoundly challenged children (especially children with Autistic Spectrum condition). Fresher's with knowledge of Autistic Spectrum Disorder and willing to get trained for this challenging role may apply.

Competencies:

- Ability to communicate in Marathi, Hindi and English
- Basic computer skills
- Knowledge of difficulties experienced by children with Autism
- Ability to firmly handle autistic children with behavioural problems
- Effective interpersonal skills (especially while dealing with parents, peers and other departments).
- Ability to empathise with the students care-givers.
- Self-motivated and organised
- Ability to be calm and patient in challenging situations
- Willingness to develop new skills and flexible with extended working hours.