

## **Job Title: Special Education Teacher**

Status: Exempt

Reporting: The Special Education Teacher reports to the Interim School Principal.

Job Summary: The special education teacher is responsible for delivery of the special education program, planning and providing appropriate learning opportunities for students with disabilities, and providing other academic interventions and support.

### *Core Competencies*

#### **Client Focus**

**Listening**

**Compassion/Patience**

**Approachability**

**Drive for Results**

#### **Action Oriented**

**Ethics/Trust/Integrity**

**Personal Learning/Self Aware/Self**

**Development**

### *Essential Tasks*

- Overseeing / managing a caseload of special education students and the implementation of their IEP/504 plans in: inclusive, self-contained and pull-out settings.
- Ensuring appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans.
- Demonstrating an advanced understanding of instructional strategies for students with specific learning disabilities, behavior disorders, and developmental delay.
- Coordinating with special education team to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians.
- Adhering to and supporting all school policies as set forth in the Staff and Student Handbooks.
- Attending and actively participating in orientations, staff meetings, in-services, grade-level team meetings, parent meetings, student conferences, curriculum work days, and mission retreats.
- Modeling effective verbal, nonverbal, and media communication techniques with students, colleagues, and parents to foster active inquiry, collaboration, and supportive interaction in the classroom.
- Demonstrating extensive background knowledge with IEP and 504 plans.
- Supporting the planning of special education initiatives and the implementation of initiatives. Integrates new developments, research findings and best practices into ongoing programs and new initiatives.
- Overseeing special education inventory of equipment / materials.
- Identifying and developing appropriate curriculum and school-based assessments to support the academic growth of students with IEPs / 504 plans.
- Maintaining a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy.
- Advocating for special education with school leadership.
- Establishing and maintaining communication with parents of students in the program.
- Identifying resources for parents of students with special needs.
- Engaging parents and families in their students' learning and acting as an ambassador for the school in the community.

- As appropriate, connecting with students' outside providers, pediatricians, and therapists to support students' needs in the classroom.
- Maintaining confidentiality.

*Qualifications*

- Bachelors or master's degree in special education.
- Full state certification in special education.
- 1-2 years of classroom teaching experience in an urban school setting as a special education teacher; 2 or more years of teaching experience is preferred.

Please submit cover letter and resume to:

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