



Special Education Teacher

The Special Education Teacher will ensure that all students are able to learn to their highest potential in a free and least restrictive learning environment. The Special Education Teacher reports to the Principal, while working collaboratively with teachers and staff to meet the learning, social, emotional and physical needs of all students.

Key Responsibilities:

Monitoring and Compliance:

- Work in cohort with the classroom teachers to identify students with learning, social and emotional disabilities by managing the School Based Problem Solving process
- Stay abreast and in compliance with changes in district special education policy specifically regarding RTI
- Complete special education compliance documents for the Office of New Schools in cooperation with the Principal
- Review existing or previous IEPs of incoming students, ensuring timely coordination of services already required.
- Maintain timely and professional contact with parents of special education students regarding their student's growth and development in relation to the IEP
- Provide in-service training to teachers for two hours prior to the first day of school and for one hour each trimester on professional development days regarding School Based Problem Solving, teacher involvement in IEP documentation and meetings, and intervention techniques
- Work closely with the appropriate Office of New Schools and Office of Specialized Services support persons to ensure timely coordination of services throughout, but particularly at the beginning, of the year
- Arrange accommodations for standardized testing as well as regular classroom assessments.
- Develop new IEPs in consultation with diagnostic team.
- Field parent and visitor questions regarding special education services at the school
- Ensure all data related to special education is entered in IMPACT
- Work with the whole faculty and staff to analyze assessment data with a particular focus on special education students and students below grade level
- Remain current on International Baccalaureate theory and literature pertaining to special education. Disseminate this information as necessary to faculty and staff. Maintain necessary special education documentation as required by the IB.

Instruction:

- Provide special education students with necessary services as outlined in their IEPs. This may include both in-class and pull-out support.
- Coordinate with individual teachers on how best to support the needs of the special education student, the student's classmates, and the teachers while in the classroom
- Fulfill additional remediation of instruction responsibilities as assigned by the Principal (pull-out and in-class) when necessary. This will be dependent on a variety of factors such as the special education teacher's caseload and student achievement data.

Preferred Skills and Experience:

- Experience coordinating and conducting IEP meetings
- At least 2 years of teaching experience
- Past collaboration in training and support of regular education teachers and staff
- Fluent or conversational in Spanish

Education Requirements:

- Bachelors Degree in Education
- Masters Degree in Special Education (ideal)
- Type 03 and Type 10 certification