

<b>Position title:</b>	<i>Special Education Teacher</i>
<b>Reports to:</b>	<i>Special Education Supervisor</i>
<b>Employment category:</b>	<i>Full-time/10-Month/Salaried</i>
<b>FLSA status:</b>	<i>Exempt</i>
<b>Salary:</b>	<i>Teacher Scale</i>

### Position Summary

Special Education Teachers are responsible for ensuring student achievement and learning by delivering appropriate and effective instruction to all assigned students and by providing students with the support and guidance they need to succeed. Special Education Teachers are expected to challenge, inspire, and actively engage students in their own learning process by teaching both for content and for critical thinking and life character development. Special Education Teachers work cooperatively with Classroom Teachers as well as with ESOL and other specialist teachers. Special Education teachers are assigned a caseload based on the shifting needs of FACTS students and overall school scheduling needs. Teachers in this role should expect to teach multiple and varying grade levels each year during their career at FACTS. Decisions about assignments will be based on qualifications and skill sets determined by the administrative team and the needs of the department, school, and students. Regular and predictable attendance are essential functions of this position.

### Responsibilities

Responsibilities of FACTS' instructional staff include:

- Attends work on time on a daily basis ready to complete the tasks and responsibilities of this position
- Develops and implements instructional programs to meet individual needs of students in a manner consistent with FACTS' mission statement
- Maintains a school atmosphere in which human and cultural values are shared to the fullest possible extent, and in which attainment of self-reliance, responsible behavior and a positive self-image are of prime importance
- Develops a cooperative partnership with students and parents based on mutual respect
- Establishes and maintains high standards for pupil behavior to achieve a functional learning atmosphere
- Develops/adapts lesson plans and instructional materials to enhance the affective and cognitive development of students, to motivate students and to cater to the needs of all ability levels within the class
- Interprets the educational program to parents and other community members through personal conferences, meetings, and various media using the primary language when appropriate
- Maintains accurate and confidential records of all assigned students
- Completes all reports as required, including student evaluation, inventories, orders, and program evaluation
- Assesses student performance frequently and objectively
- Explicitly states each student's progress, both educationally and socially, through report cards, phone calls to parents and weekly grade team meetings
- Uses data to change teaching systematically and collaboratively
- Collaborates and coordinates scheduling and services with various related service providers (speech, OT, PT, behavior supports, 1:1, etc.)

- Provides information, support, and communication to parents and families, including referral information regarding community resources and community agencies
- Facilitates parent-teacher conferences
- Attends weekly planning meetings with regular education teachers, ELD Teachers, Special Education Teachers, and Teaching Assistants to plan and coordinate instruction
- Attends RtI meetings and collaborates with the RtI team regarding academic and behavioral interventions
- Attends student IEP meetings
- Attends staff meetings, in-service meetings, team meetings, grade level meetings, and department meetings, as required
- Participates in in-service education activities provided by the school as well as self-selected professional growth activities
- Supervises students in out-of-classroom activities during the assigned working day, as required
- Performs other duties of an adjunct nature, which are necessary to maintain smooth operation of the school
- Maintains good public relations through reasonable participation in such activities as family nights, holiday programs, and other school events that may take place outside of work hours
- Proficiency in using basic office equipment and basic computer skills are required.
- Willingness to participate in PD sessions and learn new technology and educational software are required.
- Other duties, as required

Responsibilities specific to Special Education instruction include:

- Responsible for caseload management: coordinating the development, monitoring, and implementation of inclusion student's Individual Education Plan (IEP)
- Assists content area teachers with modifications and strategies for all special needs students and ensures inclusion for these students within the regular education classroom
- Requests and maintains equipment and supplies necessary for inclusion of students and collaborates with content area teachers to provide assistance to students with special needs
- Facilitates resolution of problems that might arise with special education students and parents
- Consistently monitors progress on IEP goals and communicates weekly with teachers and supervisor regarding all pull-out sessions
- Requires flexibility as Special Education teachers are assigned a caseload based on the shifting needs of FACTS students. Teachers in this role should expect to teach multiple and varying grade levels during their career at FACTS.

### **Qualifications**

- Understanding of and support for FACTS' mission is required
- Pennsylvania Special Education Teaching Certification is required
- Additional certifications in middle years content areas are preferred
- Additional ESL certification is preferred
- Ability to convey genuine enthusiasm for the subject and establish an environment with high expectations for the learning of all students is required
- Excellent planning skills, computer proficiency and word processing skills are required
- Genuine desire to work cooperatively with colleagues and the capacity to work effectively with diverse populations is required
- Experience in differentiated instruction and collaborative teaching is preferred
- Successful relevant teaching experience in an urban school setting is preferred
- Fluency in another language in addition to English is a plus

### **Working conditions**

The working conditions of a Special Education Teacher include:

- Very high levels of social interaction, with daily and consistent work with children, parents, and other teachers.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents and students might become angry or unpleasant.
- Working as part of a team of educators.

### **Physical requirements**

Special Education Teachers are regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

### **Direct reports**

N/A

---

<b>Date approved:</b>	<i>2/2021</i>
-----------------------	---------------