



## Crossroads Charter Schools

### **Job Description: Special Education Teacher**

**Direct Supervisor: SPED Coordinator, or designee**

### **School Summary:**

#### **At Crossroads Charter Schools, we...**

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

### **Position Summary:**

The SPED teacher assesses the needs of students and provides supports and interventions so students can meet their Individual Education Plan goals. The SPED teacher collaborates with general education or content teachers to co-plan, co-deliver, and individualize instruction for all students in a class; work together creatively to accommodate the special needs, diversity and educational backgrounds of the students in the class; and overcome instructional challenges constructively. The SPED teacher must be comfortable sharing ideas, modeling strategies, co-teaching and providing coaching to colleagues. Special education teachers carry the responsibility of educating children who are diagnosed with a number of physical, mental and emotional disabilities. They work with legally required federal paperwork called an IEP, or Individualized Educational Plan, that outlines the necessary supports, accommodations and goals for an individual child. These goals can encompass both academic and behavioral concerns. The ideal SPED teacher has experience working with students with autism. The SPED teacher is a hardworking, goal-oriented and enthusiastic professional with excellent subject knowledge and a sound understanding of the Missouri Learning Standards and Common Core State Standards.

### **Position Responsibilities:**

- The SPED teacher assesses the needs of students, and supports students in their educational goals as determined by the student’s Individual Education Plan (IEP).
- Performs educational assessments of students, including an observation of the student, review of the student’s educational history, conferences with the student’s teachers, and an evaluation and analysis of the student’s academic performance and learning characteristics.

- Provides individual and small group push-in or pull-out instruction as assigned.
- Reports educational assessment findings to parents, classroom teachers, supervisor and administration.
- In the classroom, work with children including those who have mild to severe disabilities, using specialized techniques to help them reach their goals.
- Collaborate with other staff to help a child improve.
- Actively participates in the deliberations and classification of educationally disabled students and assists in the planning of IEPs as well as in coordinating, developing, monitoring and evaluating the effectiveness of the IEP.
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedure of the school's special education program.
- Serves as a resource to school personnel on the nature, causes, and solutions of the learning problems of students.
- Maintains effective and efficient record keeping procedures.
- Demonstrates gains in student performance
- Complete quarterly progress reports on each student in the program.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborates with peers to enhance the instructional environment.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

### **Skills and Qualifications:**

- Bachelor's degree in Special Education
- Valid Missouri teaching certificate
- Minimum 3 years of experience as a Special Education Teacher preferred
- Demonstrated success in urban education
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

### **Key Working Relationships in Addition to Supervisor:**

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Principal, Chief Academic Officer, Executive Director

