

Western Gateway Elementary School

Job Description

Certified Teacher

www.westerngateway.school

Job Title: Special Education Teacher & Coordinator

Job Classification: Exempt

Salary: Based on experience & qualifications

Contract Length: Regular School Calendar & Hours

Supervisor: Head of School

Approved By: Heather Zacarias

Date Approved: 10/21/2020

Job Summary:

The Special Education/Differentiation Teacher will play a key role in enhancing student learning by providing (mild/moderate) specialized instruction, support, accountability and resources emphasizing exposure to the general curriculum with a focus on critical thinking skills and problem-solving strategies through differentiated instruction. The teacher will provide direct instruction and/or classroom support for children with IEPs and/or 504 accommodation plans (and potentially children identified as Gifted-Talented) manage referrals, coordinate evaluations, management of all required paperwork and scheduling of meetings, and any required documentation; serves as a resource of information for staff, board, and the public. Personal characteristics necessary for the position include: high energy and enthusiasm for quality public charter schools and urban education; organization and initiative; attention to detail; warmth and a good sense of humor; collaborative nature and consensus-building skills; patience and persistence; and excellent communication skills.

Education/Experience:

Demonstrated successful experience in special education, curriculum, assessment, & differentiated instruction, student learning, test & data analysis, mentoring, and professional development as demonstrated by an advanced degree/training, or career experience. Outstanding organizational skills and attention to detail required. Interpersonal skills (communication, problem solving, conflict management, collaboration) to provide specialized services, advice, mentoring, and coaching. Strong organizational skills with accuracy and attention to detail. Professional commitment to differentiated curriculum and personalized education, inquiry/project-based curriculum, active learning, and expectations for accountability. A minimum of a Bachelor's Degree in Education and appropriate teacher certification is required. Western Gateway Elementary School is an Equal Opportunity Employer.

Certificates, Licences, Registrations:

Valid Mild/Moderate Special Education Oklahoma teaching certificate and Elementary Education and/or Early Childhood Education licensure required. Spanish endorsement preferred.

Essential Duties/Responsibilities:

1. In collaboration with the Head of School, or designee, provide specialized educational programming for special education (and potentially serve gifted students) to support and achieve their individual goals and the goals of the school.
2. Facilitate, implement, and collaborate with other contracted service providers (e.g. SLP, OT, PT, School Psychologist, Counselor)
3. Provide specialized instruction and appropriate accommodations for children with IEPs, 504 Plans, and/or identified as Gifted-Talented in accordance with current state or federal laws.
4. Research and help in the selection, or development of curriculum materials and differentiation strategies.
5. Deliver specialized curriculum and instructional strategies of highly effective, differentiated, vertically/horizontally aligned units of inquiry and weekly lesson plans.

6. Support and participate in professional learning communities that use summative, interim, portfolios, standards-based/mastery grading, and formative data in order to ensure accountability, interpret assessments and deliver high quality differentiated instruction for students.
7. Provide data and analysis/interpretation of the data with appropriate reflective responses seeking continual improvement.
8. Provide research-based support to individual teachers in areas such as instructional strategies and materials, classroom climate and organization, behavior management, and professional growth and development to ensure that differentiated instruction meets student needs, grade level content standards, and the goals of the school.
9. Provide input and feedback to administration related as requested.
10. Provide peer assistance and coaching toward helping teachers meet goals as well as the school's goals.
11. Facilitate professional development as requested.
12. Obtain and maintain current certification(s) and knowledge of current Special Education/IDEA/FAPE laws and specified programs.
13. Maintain and follow all state and/or federal laws, particularly those related to basic confidentiality and F.E.R.P.A.
14. Research and field-test appropriate strategies that target the identified areas of student need.
15. Serves as a resource to community members in proficiency-based promotion, interpreting school policy, securing answers to questions and resolving issues regarding student-learning concerns.
16. Under the supervision of the Head of School, or designee, complete and submit required reports and other required documents to the State Department of Education with a high level of accuracy in a timely manner.
17. Other essential duties may be assigned.

Other Duties:

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.
3. Creates a safe and effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other school related duties as assigned by the Head of School or other appropriate administrators.

Evaluation

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

Communication Requirements:

Frequent telephone and in-person contact with the school administration, teaching and office staff, parents, contracted service providers, and community members for exchange of information and services, and general problem solving.

1. Written correspondence, newsletter articles, memos, and/or grants.
2. Disseminate general information and education materials related to special education and gifted programs.
3. Attends regularly scheduled meetings to maintain collaborative efforts across all programs and departments.
4. Frequent contact with parents for purposes of advocacy, education, and general information sharing.
5. Presentations to staff and parents for purposes of training, education and information.
6. Preparation of any presentations/reports for WGES Board of Directors, the charter sponsor, or the Oklahoma State Department of Education as requested.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

Supervision Received: Head of School, Assistant Head of School, Instructional Facilitator

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approvals:

Head of School

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date