

HOWARD GARDNER MI CHARTER SCHOOL

Job Title: Special Education Teacher

Reports to: Director, Student Support Services

Status: Exempt; 10-month position

Overview The Special Education teacher will be assigned to each level of support on an as-needed basis, to be determined by the Director of Student Services. The Special Education teacher implements a Special Education instructional program aligned to the School's Charter, Mission, and Schoolwide Title I Program as appropriate to students' IEPs and FAPE. This position includes a minimum of 180 days of classroom teaching and additional days for pre-service, professional development, and participation in school events and activities, as scheduled throughout the school year.

Responsibilities

1. Promote the Mission and Vision of the school through daily interactions with students, colleagues, administration, and parents.
2. Create and maintain a nurturing, safe, and academically challenging classroom environment.
3. Establish, teach, and reinforce schoolwide expectations for classroom behavior, and procedures for maintaining a safe learning environment among the students for whom you are responsible.
4. Utilize the theory of Multiple Intelligences in lesson planning, pedagogy, and assessment.
5. Ensure lesson plans are in compliance with the PDE standards-aligned curriculum framework and supplemental curriculum materials.
6. Establish clear learning and performance objectives for all lessons, units, and projects, and clearly communicate objectives to students as aligned to students' specially designed instruction.
7. Develop individualized and small group programming that uses a variety of instructional techniques to meet the needs and abilities of all special education students.
8. Establish and maintain classroom management which allows the classroom to remain conducive to a learning environment.
9. Utilize online management tools to write all reports and IEPs, conduct progress monitoring, and Chart the progress of all special education students.
10. Maintain accurate and complete records as required by federal and state laws, school policies, and administrative directives.
11. Identify student strengths and needs and align instruction accordingly.
12. Prepare and submit trimester progress reports in a timely manner that conforms to expectations for qualitative and quantitative student assessment information.
13. Attend biannual parent-teacher conferences.
14. Participate in the School's Multi-tiered Systems of Support (MTSS).
15. Initiate, discuss, and maintain communication with parents/guardians on an ongoing basis regarding student progress.
16. Confer with parents/guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.

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17. Actively participate in Departmental development, evaluation, and revision of school programs and curricula.
18. Under the guidance of the Director, of Students Services, actively engage in the School's Educator Effectiveness Program.
19. Keep abreast of current trends in elementary/middle school education.
20. Participate in ongoing professional development, continuing education, and necessary PDE mandatory training as required by Act 48 requirements.
21. Comply with School policies and procedures as described in the Employee and Instructional Staff Handbooks; submit required reports/forms etc.
22. Attend staff meetings and serve on committees, as required.
23. Adhere to professional, ethical, and legal standards.
24. Maintain accurate student records with adherence to confidentiality policies and legislative requirements.
25. Provide lesson plans for substitutes when absent.
26. Under the guidance of the Director, of Student Services, actively engage in the School's Educator Effectiveness Program.
27. Other duties as assigned.

Qualifications:

1. Bachelor's Degree in appropriate area(s)
2. Valid Pennsylvania Teaching Certificate in Special Education
3. Required clearances: FBI Fingerprinting, Child Abuse, and PA State Police Criminal Records
4. Completion of training required by HGMICS and the Pennsylvania Department of Education.
5. Willingness to understand and conform to the educational approach espoused in the School's mission and vision statements.