Job Description
Special Education Teacher

The Special Education Teacher will provide instruction for students with special needs in the classroom environment and uphold the core values of Insight Schools.

Overview

Under the direction of the Special Education Administrator, the Special Education Teacher delivers integrated special education services to high school students. Provides development and facilitation of students’ IEP; ensures that each student’s goals and objectives are addressed; maintains and updates Special Education records for accuracy and compliance. She/he will be responsible for monitoring progress, evaluating coursework, conducting instructional sessions and holding regular office hours.

He/she will be responsible for teaching literacy skills, accommodating content curriculum for diverse learners, planning for transition, writing standards-based IEPs and meeting compliance requirements. The Special Education Teacher demonstrates an understanding of intervention strategies, RTI and progress monitoring, the ability to work collaboratively with teachers, and an affinity for the unique challenges of the Special Education Student.

Qualifications:

- Special Education Experience 2 years preferred with High School Students
- Holds CA Special Education Teaching Credential (mild/moderate education specialist) required
- Must obtain a DOJ Fingerprint and Background Clearance upon start of employment. Should the school be notified of anytime that the DOJ clearance has been revoked or has had recent activity the school will review the information which may result in disciplinary action, up to and including termination.
- Preferred combination of any or all of the following: Multiple Subject, Masters in SPED, Moderate/Severe Credential, or Single Subject Credential.
- Master’s Degree preferred

Required knowledge, skills & abilities:

- Knowledge of students’ cognitive development and different learning styles
- Ability and willingness to implement students’ IEPs
- Ability and willingness to reflect and improve
- Flexibility and ability to adapt to changing conditions; ability and good judgment to take initiative to modify activities
- Strong written and verbal communication skills; ability to collaborate with general education and special education colleagues, parents and community
- Ability to work independently as a self-starter
- Ability to excel as a member of a team
- Ability to work with an ethnically and economically diverse student body
- Proficiency in MS Excel, MS Word, and Outlook, including experience using them in a professional capacity. (online programs desired)

Job Responsibilities:

Duties may include, but are not limited to:

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- Case Manager to SpEd students
- Serve as a faculty member for online high school, this included preparing lessons plans and instruction high school students
- Be a part of the Multi-Disciplinary Team and SST as required
- Maintain office hours
- Participate as a member of a team to identify the needs and specific goals and objectives of each child’s IEP
- Instruct students with IEPs for the purpose of developing appropriate academic and interpersonal skills
- Consult and articulate with faculty and parents via meetings, phone, and email regarding the needs and progress of students
- Create and maintain notifications, records, files, and reports as required by federal, state, and SELPA regulations
- Maintain knowledge of current regulations and laws pertaining to special education
- Collaborate with faculty to ensure that students modifications and accommodations are being appropriately implemented in the general education classroom
- Provide direct services as needed to special needs students
- Obtain present levels/baselines. Organize teaching strategies to maximize allotted instructional time to increase student learning/retention.
- Update caseload spreadsheet and IEP Master Calendar once a month (email, phone, IEP dates, accommodations, modifications, services, etc.).
- Review and report monthly online school snapshot of progress for each student and send to special education office for student file
- Follow up with providers to confirm that IEP attendance, reports, and services are being completed
- Hold scheduled phone conference with Special Education families on caseload and their general education teacher
- Be available for SpEd Families on an as needed basis via phone and online and
- Follow up on concerns with teacher and/or parents in a timely manner
- Ensure all documents are in prior to IEP meeting (psych report, DIS provider reports/goals, GE/Parent progress) and forwarded to Special Education manager for approval
- Monitor confidential tracking database for returned IEPs
- Keep files in office compliant
- Update SpEd database with accommodations, dates, and other needed information
- Attend all professional developments, teacher training, and school meetings
- Attend all special education meetings as scheduled
- Attend SELPA training as needed per Special Education Manager/Program Specialist
- Complete IEP Progress Reports for each student, including DIS progress
- Turn in notes from emails and calls at end of month to special education office and email them to Program Specialist
- Create rough draft of AP forms and send to Program Specialist within timelines
- Send Prior Notices to parents
- Schedule IEPs, set up meetings on the internet, and follow up on attendees
- Complete academic testing for initial and triennial IEPs, as needed, and write reports and IEPs
- Send all reports to parents one week before IEP
- Obtain signatures
- Hold Transition meetings
- Monitor confidential tracking database for returned IEPs
- Test students as needed during state testing

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- At the end of the year download all information onto an individual CD for each special education student on your caseload (IEP, monthly progress notes from teacher(s), parent input forms, reports from evaluations, etc.)
- Respond as soon as possible but no later than 24 hours to parent, student, teacher, and administrator inquiries via phone and/or email during the regular school week.
- Work closely with Program Specialist to alert any concerns.
- Completes and submits class/student reports used for administrative purposes.
- Documents all meetings and notes in the Total View system.
- Checks phone and Kmail and e-mail messages daily and responds within 24 hours.
- Meets school wide Scantron and Study Island goals by supporting student through synchronous and asynchronous methods. Participates in State Testing – this includes but is not limited to:
  1. Proctoring during the testing windows and assigned dates
  2. Assigns homeroom students to testing sites
  3. Follows-up with students that have not tested
  4. Assists the testing coordinator for test sites
  5. Organizes testing materials
- Participates and implements all teacher training and professional development activities required by the school, and any and all training and certification maintenance requirements mandated by state law.
- Assists in marketing the online high school model to potential students and families. Participates in face to face events as required by the school administration.
- Contribute and completes student report cards
- Perform other duties as required