

## **MOSAICS Public School Special Education Teacher Job Description**

MOSAICS Public School is looking for a talented educator with the skills, passion and commitment to help us build STEAM programs from the ground level. We plan on using an inclusion model of special education to the highest extent possible. The ideal candidate will have expertise in building inclusive systems, scheduling, and collaborating with general education teachers in developing IEP goals. This position will involve a mix of teaching, collaboration, and managerial work.

### **Job Title: Special Education Teacher**

### **Reports to: Principal and Special Education Director**

### **MOSAICS Elementary Teachers demonstrate the following aptitudes:**

#### **Focusing on Teaching and Learning :**

**Engages students to create rigor:** Connects student work to the world outside the classroom through meaningful projects that incorporate community service, “voice and choice,” and public presentations of learning

**Personalizes learning:** Effectively teaches to the diversity of students in the classroom

**Is a conscientious, innovative, and reflective practitioner:** Meticulously plans and aligns all lessons, activities, and assessments and delivers high quality learning opportunities. Reflects on what works, uses data to make choices and seeks support when needed

**Works smart:** Acts with urgency, is responsive to change, and has the courage to speak up

#### **Focusing on Classroom and School Culture :**

**Develops appropriate relationships with students:** Knows, sees and values students and creates a classroom atmosphere based on mutual respect. Incorporates and teaches restorative practices.

**Works well with parents:** Encourages parent participation, finds the nugget of truth in all communication and responds promptly to parents’ questions with excellent writing, speaking, and communication skills. Organizes, directs, and supervises volunteers.

**Collaborates with colleagues:** Is a presence in the community, is solution-oriented and participates with an open mind

**Knows it all matters:** Remains accountable for actions and inactions because it all matters to student

## **Desired Experience, Skills and Mindsets**

### **Responsibilities to the School:**

- Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner
- Provide oversight and scheduling of special education aides
- Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
- Meet and instruct assigned classes in the locations and at the times designated
- Identify pupil needs and provide instruction appropriate to those needs
- Analyze and interpret student data to develop and modify instructional activities
- Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
- Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
- Prepare students academically for all district, state, and federal testing
- Display command of the subject matter
- Budget class time effectively
- Encourage students to strive to meet their highest potential
- Establish and communicate classroom rules, and encourage students to set and maintain standards of classroom behavior
- Engage children in conversation to encourage language development
- Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
- Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans
- Attend and participate in faculty meetings

- Organize a meeting at least once annually with the case manager, parents, and other professional staff to review and revise the IEP and placement of each assigned pupil
- Keep supervisor informed of activities and any issues that may arise
- Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
- Provide needed and requested information on a timely and effective basis
- Provide instructional guidance to classified employees in accordance with each pupil's

### Individualized Education Program (IEP)

- Work cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil
- Provide support instruction in the regular classroom or the resource center as assigned
- Coordinate and cooperate with other members of the staff in the development of adaptations, modifications, accommodations, and instructional methods
- Provide home instruction to confined special education pupils as assigned
- Consult with members of the multi-disciplinary team regarding each pupil's educational program, academic program and personal growth
- Plan, coordinate, and lead the implementation of IEPs including modifications and accommodations
- Participate in the development of the School's plan for special education
- Evaluate student progress on a regular basis, as indicated on IEP's, and as often as general education students are evaluated and informed of their progress
- Assist in the evaluation of students referred for special education services
- Maintain accurate, complete, and correct records in accordance with applicable federal and state law, (including IDEA, ADA, and 504), administrative rules, and Board policy
- Input data in a timely fashion
- Assist in upholding and enforcing school rules
- Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications

- Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the

#### Professional Standards Commission and the State Board of Education

- Seek assistance should emergencies arise
- Represent the school district in a positive manner
- Know and follow school district policy and chain of command
- Perform other duties as assigned
- Explain inclusion practices to all staff members and work with principal to support inclusive educational model
- Communicate with the State Department of Education to ensure compliance of Special

Education Program, including file reviews and child find.

#### **Required:**

- Minimum of a Bachelor's degree
- Special Education Endorsement (K-12)
- Idaho or Out-of-State Teaching Credential
- Excited to work in a start-up school with the flexibility to wear many hats as our organization continues to evolve
- Open to feedback and dedicated to growing and improving your craft as an educator
- Strong initiative and desire to take ownership of the role and the work responsibilities described above
- The ability to work with students with emotional, physical, and mental disabilities
- Ability to instruct students one-on-one and small group situations

#### **Preferred:**

- Masters Degree in Special Education
- Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
- Strong background in behavior management, curriculum, and writing and implementing

Individualized Education Plans

- Strong background in federal and state law, administrative rules, and Board policy pertaining to special education
- Knowledge of the diverse needs of children with disabilities and appropriate special education classroom practices
- Bilingual

**Salary:** Educators will earn between \$41,000 and \$59,250 depending on experience, education, and certification.

Applications are available at [www.mosaicsps.org](http://www.mosaicsps.org). Please send your completed application, cover letter, and resume to the email address listed on the application.

MOSAICS Public School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.