



La Fe Preparatory School

Special Education Teacher- Job Description

Focus: Inclusion, Resource, CMC

The Special Education Teacher will provide special education students with learning activities and opportunities designed to help them fulfill their intellectual, social, emotional, and physical growth. Lessons and other instructional materials will be prepared by the Special Education Teacher that modifies curricula to the ability levels of the students. Work will be in collaboration with the teachers in the classroom for inclusion services, as well as in the special education teacher's classroom for resource and/or CMC.

The Special Education Teacher will be responsible for ensuring that all special education and curriculum needs are met by collaborating with classroom teachers, parents, and with outside consultants to address the needs of the curriculum and the special education students in an inclusive, nurturing learning environment.

Qualifications/Skills:

- Minimum of a bachelor's degree with a Special Education (EC-12) Certification.
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and understands the history and culture of the Segundo Barrio.
- Capable of assisting teachers in curriculum development.
- Capable of managing and assisting teachers in completing RTI process.
- Capable of following all Special Education procedures and laws.
- Capable of being responsible for following school operations.
- Capable of being the responsible person in charge of collaborating with ARD committee and meeting state & federal compliance.
- Capable of instructing students in a supportive manner that addresses multiple learning styles and special education needs.
- Strong classroom management skills.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

Responsibilities:

- Schedule:
 - Monday-Friday, schedule to reflect Inclusion, Resource, CMC, and ARD days
 - Saturday School and Saturday tutoring as scheduled
 - One night a month for Parent Night
 - Three week summer program
 - Administrative time during summer

General:

- Become familiar with students, teachers, parents, and staff at the school, understanding their cultural backgrounds.

- Assist Administrators in all school activities including daily school operations, After School Program, Saturday tutoring, and the Applied Integrated Program.
- Communicate and promote high expectations and standards for teachers, parents, and students.
- Ensure that school rules are uniformly observed
- Manage behavior in a fair, respectful manner, following the guidelines set forth in the Student Handbook.
- Document student performance, lesson plans, activities, and parent interactions.
- Strengthen job skills through professional development opportunities and participate in professional learning community with other teachers and staff at school.
- Attendance at the work site is required to meet essential functions of the job
- Keep up to date with changes in the state TEKS curriculum.
- Follow and abide by state, federal, and charter regulations.
- Other duties as assigned

Special Education:

- Coordinate evaluations of students who are considered to have special education needs.
- Manage ARD process and meetings and ensure timeline dates and compliance
- Collaborate with classroom teachers, principal, assistant principal, parents, and outside consultants to create Individual Education Plans for special needs students.
- Identify and contract special education providers as needed.
- Complete all necessary paperwork needed for special education students by the appointed deadlines.
- Manage all IEP progress reports.
- Assist teachers to differentiate, modify, and accommodate classroom lessons based on student needs and ARD.
- Ensure compliance with minutes for students with regard to their services which include inclusion, resource, and/or CMC.
- Attend regional special education meetings and report information back to administrators/staff.
- Manage special education data entry and state reporting.

Curriculum:

- Work closely with teachers to conceive and implement lesson plans that follow the thematic units and scope and sequence of the charter school.
- Ensure alignment between La Fe Preparatory curriculum and TEKS.
- Assist teachers in implementing inventive, age-appropriate teaching strategies that address multiple intelligences, learning styles, and varied learning levels.
- Collaborate with classroom teachers on daily lesson plans, teaching strategies, and student performance.
- Utilize technology programs to enhance comprehension of technology, academic skills, and problem solving.

- Participate in the selection of books, equipment, materials, and professional development opportunities.
- Create opportunities for experiential learning.
- Evaluate and modify academic programs to ensure best practices.
- Assist with implementation of the “Applied Integrated Program” business ventures.
- Assist in effective benchmarking assessments and data analysis to ensure student progress.