



## Special Education Teacher

As a member of ASA's ESS (Exceptional Student Services) Department, this special education teacher serves as the case manager for students in multiple grade levels. The ESS Department consists of the Department Chair and two special education teachers. The Department Chair makes decisions about caseload, adapting as needed to ensure all student needs are met. Caseload may change with enrollment changes. As a case manager, this teacher ensures appropriate and effective services and supports are in place for each student on their caseload. This teacher assists in the educational and social development of students, writes and implements IEPs, and monitors progress. This person will collaborate with the educators in the special education department as well as classroom teachers.

**This position reports directly to the Principal and works closely with the Special Education Department Chair.**

### **Essential duties and responsibilities:**

- Create a respectful, stimulating, purposeful, and student-centered classroom
- Accommodate and modify activities and assessments in collaboration with the general education teacher to meet individual student needs
- Prepare teaching materials as directed by special education department chair for the purpose of implementing and documenting student progress (IEP Progress Reports)
- Collaborate with general education teachers to meet individual learning needs of students
- Implement, monitor, evaluate, and revise IEPs (including present levels of performance, goals, accommodations, modifications, and transition plans)
- Maintain effective communication with students, parents, and faculty
- Uphold the school's philosophy, mission, vision, and values
- Perform other duties as assigned

### **Minimum Qualifications**

- Bachelor's Degree
- Certified Special Education Teacher
- Valid IVP fingerprint clearance card
- Familiar with IEP-pro (preferred)

### **Required Knowledge, Skills, and Personal Characteristics**

- A life-long learner interested in acquiring new skills and knowledge
- Passionate about working with middle school and high school students and teaching
- Collaborative and strengths focused team player
- Concerned about holistic development of the individual
- Flexible, creative, and has the capacity to innovate
- Excellent oral and written communication skills and organizational skills
- Experience with or a commitment to specifically designed instruction and ensuring access to the general education curriculum for student who receive special education services

**Salary and Benefits:** Commensurate with experience. Member of ASRS.

**Interested candidates should submit the following via e-mail to [maline@goasa.org](mailto:maline@goasa.org):**

- Cover letter
- Resume
- three letters of reference
- ASA Application for Employment found at <https://goasa.org/work-for-asa/>