

***Highland Community School***

***Job Description***

**Position: Special Education Teacher**

**Reports to: Executive Director**

**General Description:**

The Special Education Teacher provides direct services to students based on their individualized education plan (IEP); consults with other professionals; discusses progress with parents and teachers; plans, delivers, and evaluates instructional outcomes; and provides instruction through an inclusion model and/or small group pull-out. The teacher understands and promotes the school’s mission, vision, values, and key goals both within and outside of the immediate school community.

**Essential Duties and Responsibilities:**

* Confers with teachers concerning programs and materials to meet the individual needs of the students.
* Collaborates with Lead teachers to incorporate accommodations to the curriculum. Helps to develop and implement lesson plans.
* Assists students in completing classroom assignments, homework, and projects.
* Coordinates and provides necessary and appropriate services for students.
* Guides and reinforces students’ understanding of classroom rules and procedures.
* Writes (and updates) goals and objectives for IEPs.
* Organizes and leads IEP meetings and provides necessary documentation.
* Administers and interprets individual formal and informal assessments.
* Documents student achievement and progress toward their objectives and goals.
* Provides progress reports and timely communication with parents/guardians.
* Establishes relationships and maintains regular communication with parents regarding their child’s specific needs and accomplishments.
* Maintains all required paperwork to ensure compliance with federal and state regulations.
* Provides model of exemplary conduct for students.
* Promotes community through attendance and participation in school events that occur after the school day (e.g. All-School Picnic, Open House, Winter Celebration, Cultural Celebration, Annual Meeting, etc.).
* Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.
* Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the School campus, among other things). This may require the School to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during nontraditional school hours, by other non-traditional means or through teleworking.

**Other Duties:**

* Attends additional trainings, conferences, and staff meetings as requested.
* Transports supplies and equipment to various classrooms ensuring the availability of items as needed.

**Qualifications:**

**Education/Licensing**

Wisconsin Special Education Teaching Certification.

Mandatory Child Abuse Reporting Certification required before first day with students.

Additional, ongoing professional development.

**Experience**

Montessori background or exposure desired, but not required.

Ability to effectively communicate (both verbal and written) and work well with students, parents, school personnel, and the community.

Pass a criminal background check and health screening prior to employment.

Rev. 05/2020