



Special Education Director/Teacher

JOB SUMMARY

Full time position

Home Based, South Carolina

Valid SC Teaching Certification is Required

Working from the teacher's home office, the Special Education Director/Teacher will manage all instructional programs for special needs students. This person will be responsible for ensuring that all federal and state guidelines are followed in the virtual school environment. The Special Education Director will adapt all appropriate services to the virtual school environment.

Essential functions of the job may include but are not limited to the following:

- Maintain student accommodation spreadsheets and ensure that these are updated weekly.
- Provide updated accommodation spreadsheets to the appropriate teachers weekly.
- Transcribe IEP and 504 meeting minutes.
- Act as LEA for IEP meetings.
- Consistently communicate and correspond with parents, administrators, school psychologists and other professionals to set-up and plan IEP and Evaluation meetings.
- Act as IEP facilitator and collaborator between special education and general education teachers.
- Oversee and conduct 504 meetings.
- Monitor the completion of progress reports by special education teachers.
- Assist other professional staff in identifying and implementing interventions for students identified in the Student Study Team process.
- Maintain appropriate student data in order to keep school wide grading system

- up to date as well as data required to monitor IEP goal progress.
- Attend professional meetings, educational conferences and training workshops in order to maintain and improve professional competence.
 - Using virtual methods such as the telephone, internet classroom, and other tools, the Director ensure that all students complete their instructional program.
 - The Special Education Director will work with the executive director to supervise special education teachers.
 - When virtual methods are not appropriate, the Special Education Director will work with the executive director to secure outside service providers that are necessary for compliance with all state and federal guidelines.
 - Coordinate and oversee ESOL and MTSS programs

Job Requirements

- Valid South Carolina teaching certificate.
- Master's degree in the established field is preferred. Bachelor's Degree in established field is required.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Leadership and team collaboration skills.
- Strong planning and problem solving skills.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district and state.
- Proficient in Microsoft Office and Google.
- Proficient in South Carolina Enrich IEP System.
- Ability to learn new technologies.
- Ability to work remotely
- Some travel is required for school-related business such as state testing, school events, professional development, and staff meetings.
- Overnight travel may be required.

- Ability to work a regular eight-hour day during regular school hours. Childcare required.
- Reliable internet connection at home office.
- Positive attitude. Commitment to go above and beyond for students.

Interested candidates should complete the online application provided here: [Link to application](#)

Discrimination Policy

The South Carolina Preparatory Academy provides an Equal Employment Opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.