

## **Job description**

### **Special Education Teacher**

#### **Nature of the Position:**

The Montessori School of Camden, a year-round, award-winning, accredited, Montessori, public, charter school, is seeking a licensed Special Education Teacher to join a small but dedicated special education team serving students who are in Kindergarten through 8th grade. Under the direction of the Head of School, the Special Education teacher participates in student evaluations and provides services for a wide range of students who present with social, emotional, behavioral or academic needs that require specially designed instruction in accordance with school policies and state and federal special education mandatory laws. The Special Education Teacher will plan, prepare and implement curriculum; gather and interpret data for individuals, groups or programs; deliver services to students; and collaborate with school personnel and/or parents to coordinate the delivery of services to students. Due to the size of the existing MSC caseload, the Special Education Teacher also serves as the Student Services Coordinator overseeing the operational aspects of Student Evaluations, IEPs, and 504 Plans. As the Student Services Coordinator, the candidate will also oversee the operational aspects of the GT and Multilingual Learner Programs. This leadership position is vital to the overall success of MSC in our ability to meet the needs of all learners. It necessitates a candidate who is mission oriented and demonstrates organizational and operational skills along with the ability to communicate effectively with a wide range of stakeholders. Should the Special Education caseload grow to 1.0 FTE status, the additional duties of the coordinator role can be maintained as an extra duty on a stipend. Now is the time to join us and make a difference. Be a relentless force in the lives and educational future of children in the greater Kershaw County area at our award-winning school.

#### **Essential Responsibilities**

- Develop and Implement Individualized Education Programs (IEPs) for each student that are data driven and goal oriented.
- Plan specially designed instruction for a wide range of learners to meet individual goals.
- Progress monitor students and support general education teachers in data collection necessary to inform IEP development.
- Work with students one on one or in small groups both within the general education classroom and within the special education resource room.
- Carefully prepare the special education resource room to be an inviting environment for children served.
- Supervise all special education paraprofessionals, providing lesson plans, strategies and supports as necessary to meet student goals and objectives.
- Uphold all mandated timelines for IEP creation, revision and review.
- Discuss student's progress with parents, teachers, counselors, and administrators.
- Serves as the Student Services Coordinator (see below)

#### **Essential Responsibilities of Student Services Coordinator:**

- Serve as the liaison between MSC and the Charter Institute at Erskine (CIE) for all aspects of education related to exceptional learners, ensuring the school remains a TIER 1 School according to CIE
- Assist the Head of School in creation of policies and procedures to support all exceptional learners
- With the Admissions Coordinator, review all incoming student records within mandated timelines
- With the PowerSchool Coordinator, ensure all students are coded correctly in the SIS
- With the School Testing Coordinator, ensure all student accommodation needs are coded and adhered to throughout school-elected, district, and state assessments
- Coordinates all aspects of MSC's Child Find referral activities
- Schedule all 504, IEP, ML, and GT related meetings, ensuring that all necessary individuals are included, all documentation is maintained in ENRICH, and all timelines are upheld
- Participate in school-based evaluations as required and/or requested
- Attend all Special Education Coordinator, 504 Coordinator, Title III Coordinator meetings required by the CIE (live or view recordings)
- Ensure that Classroom Directors are adhering to and tracking student accommodations per their students individual plans (collect monthly documentation)

- *Ensure that all Special Education staff (off-site contracted and on-site providers) are scheduled to meet identified needs and are tracking service minutes (collect monthly documentation)*
- *Assist Head of School in ensuring that staffing is adequate to meet individual student needs and all staff supporting exceptional learners have appropriate credentials*
- *Provide training to all MSC staff on state and federal mandates, ENRICH and other issues related to exceptional learners*
- *Support student team members in identification of interventions and accommodations, writing goals and planning for specially designed instruction*
- *Assist Head of School in review of IEPs, 504 Plans and ILAP Plans to ensure quality and compliance*
- *Assist Head of School in preparing district and state level reports relevant to exceptional learners*
- *Assist Head of School in budgeting for the support of exceptional learners*
- *MTSS team member and the LEA Representative (if needed) for IEP/504/ILAP meetings*
- *Attends Administrative Team Meetings & other duties as assigned by the Head of School*

**Qualifications:**

- *Bachelor's degree (Master's Degree preferred)*
- *South Carolina Special Education Teaching License*
- *LETRS certification preferred (will be required to pursue if not already held)*
- *Exhibited leadership in working with adult learners*
- *Demonstrated successful teaching experience & classroom management / organizational skills*
- *Demonstrated ability in data management and presentation*
- *Agreement with the academic goals, philosophy, and pedagogy of MSC*
- *Commitment to accountability and rigorous pursuit of excellence*
- *Demonstrated success in encouraging parental involvement in the educational process*
- *Experience with PowerSchool, Enrich, and other SC state assessment platforms (MAP, WIDA, SC READY, etc.) preferred - training can be provided*
- *Competency with Google Suite products*

**Salary & Benefits:** *Per the MSC Policies and Procedure Manual Salary Schedule*

**Supervision and feedback:** *Head of School*

*Job Type: Full-time*

*Pay: \$45,000.00 - \$65,000.00 per year*

**Benefits:**

- *Dental insurance*
- *Employee discount*
- *Health insurance*
- *Paid time off*
- *Retirement plan*
- *Vision insurance*

**Schedule:**

- *8 hour shift*
- *Monday to Friday*

**Education:**

- *Bachelor's (Required)*