



**Job Title:** Special Education Teacher/Coordinator, Grades 9 -12

**Location:** Midland Innovation + Technology Charter School  
7 South 12th Street - Post Office Box 427 - Midland Pennsylvania 15059

**Reports To:** Principal

**Job Type:** Full Time Exempt

**Job Summary:** The Special Education Teacher/Coordinator will be responsible for providing academic, emotional, and physical services for students who require additional support to thrive in school. They will diagnose learning skill deficits, deliver high quality instruction and curriculum as provided by MITCS, and collaborate with both school personnel and families to provide services to students. The Special Education Teacher will work directly with the Principal to provide instruction, support, guidance, manage the learning process, and focus on students' individual needs and performance.

#### **General Duties**

- **Planning and Preparation**
  - Teach the knowledge and skills, nurture the confidence and character, and meet the needs of all students by utilizing MITCS instructional models, strategies, and curriculum
  - Develop and maintain individualized skill-appropriate lesson plans
  - Interpret and implement changes in special education standards and regulations, notifications, and other state and federal requirements
  - Utilize school's behavior management and intervention strategies including but not limited to de-escalation techniques, crisis management, and physical restraint when necessary to maintain the safety of students and staff
  - Establish and maintain student forms and files as required by MITCS, local, state, and/or federal agencies including but not limited to
    - Special Education Programs including gifted programs
    - Individualized Education Plans (IEPs)
    - Behavior Intervention Plans
    - Incident Reports
    - High Risk Evaluation Forms
    - Education Resource System
    - PENNDATA
    - ACCESS Reporting including 504 plans and SAP program

- Drive, record, and track student growth and progress towards academic, social, and emotional goals
- Serves as school-based special education case manager for designated caseload compliance
- Register all new special education students to include testing, permission to evaluate, arrange testing, and adhering to strict federal guidelines for time limits
- Monitor 89-313 program (special education regulations)
- Act as district liaison for contacts with the state regarding special education
- Works with students individually or in groups providing specially designed instruction for skill development and remediation
- Continuously communicates with students, families, therapists, and Learning Coaches regarding any programming enhancements, barriers, and/or recommendations as appropriate
- Maintains routines for scheduling progress monitoring sessions with students and tracking student data for communicating measurable growth toward goal attainment to families
- Coordinates with essential IEP team members & facilitates IEP team meetings for annual reviews and/or revisions when warranted
- Commits to fully understanding students' interests, unique disability profiles, and prior educational experiences, to build relationships & promote consistent engagement in school routines
- Utilizes professional judgement and content knowledge to address potential changes in student performance when compared to prior records, for consideration of the IEP amongst team members
- Incorporates relevant tools & available program resources to develop relevant IEP goals and methods for monitoring progress to measure growth on social-emotional and/or functional goal areas
- Maintains accountability for establishing caseload students to ensure provisions of FAPE outlined within student IEPs
- Understand overall diversity of assigned families and individual student characteristics; specifically, how this will impact planning for personalized learning
- Use student data to drive instructional decision making and planning
- Plan to ensure the inclusion of highly engaging student-centered tasks and activities that fill gaps in foundational learning, expose students to collaborative learning experiences and lead to conceptual personalized understanding of content.
- Utilizing a structured planning framework, submit lesson plans on a weekly basis that reflect a solid understanding of the content, the students, and available resources.
- Provide small group differentiated planning that reflects personalized learning opportunities for students.
- Analyze student data individually and collaboratively in Professional Learning Communities to drive instructional adaptations within the learning environment
- Utilize instructional tools such as Google Apps for Education, online curriculum, and other resources to augment course content and submit planning and preparation documentation
- Provide daily support to the special education team, building leadership, and support staff
- Oversees activities of the district homeless and foster care programs
- Serves as the lead for the school's special education plan
- Oversees any corrective action plan, development, and implementation incorporating feedback and recommendations received from PDE, PaTTAN and AIU review team
- Oversees speech and occupational therapy and other related services

- **Instruction**
  - Orient students to course and communicate course, unit and lesson outcomes on a routine basis
  - Maintain safe conditions during hands-on-learning
  - Deliver personalized instruction to help each student meet PA state standards
  - Utilize questioning, discussion techniques, and differentiated student tasks to ensure all students are engaged in learning
  - Demonstrate flexibility in contributing to the success of the lesson and of each student.
  - Adapt instruction to meet the learning needs of all students
  - Set and enforce deadlines for student work
  - Support parents with student curricular and instructional issues
  - Be responsible for student academic progress and student attendance
  - Conduct conferences with students and parents/caregiver
  - Grade student work and maintain grade book
  - Recommend promotion and retention
  - Maintain regular contact with students and families
  - Prepare students for state required testing
  - Complete Progress Reports for students
  - Alert administrators to any concerns about student performance and progress
- **Professional Responsibilities**
  - Maintain regular office hours, monitor student's course work, conduct differentiated instructional classes, complete grading, take part in daily professional learning community meetings, participate in school meetings, and maintain accurate records
  - Demonstrate professionalism and high ethical standards in all interactions with students, parents/caregivers, and staff members
  - Communicate with families on a frequent basis
  - Participate in new teacher induction training if you are in your first or second year of teaching.
  - Engage in training and professional learning
  - Participate in observation/mentoring meetings
  - Engage in reflective practices by completing self-evaluations and building & managing employee professional growth plan
  - Align professional goals with school wide goals and the Charlotte Danielson Framework for Teaching; participate in professional learning opportunities aligned with goals and Danielson Framework
  - Attend and participate in school-wide community events and school testing as required and assigned
  - Prepare reports as required
  - Proctor state testing
  - Perform any other duties that may arise to fulfill the main objectives of the position and the mission of Midland Innovation + Technology Charter School.

Eligibility:

*Required*

- PA certification 9231 – Special Education Teacher PK-12
- Strong understanding of school law and special education protocols
- Child Abuse Clearance (Current within the last year)
- Criminal History Clearance (Current within the last year)
- FBI Fingerprint Clearance (Current within the last year)
- Act 168 Clearance
- Excellent written and verbal communication skills
- Self-Motivated
- Have experience working with the proposed age groups and content area
- Have the ability to learn new technology tools quickly (e.g., database and web-based tools)
- Be able to travel to team professional developments and school wide events
- Follow all test security guidelines and Pennsylvania state law
- Ability to be flexible given the demands of the day and job

*Preferred*

- Master's Degree in Special Education
- 3+ years teaching experience in a high school setting
- Proficiency in MS Office, Google Apps for Education (Drive, Google Docs, Slides, Forms, Sheets)
- Experience using search engines such as Google Chrome
- Experience with, Google Sites, Open Educational Resources and LMSs
- Experience coordinating academically oriented clubs and extracurricular activities
- Prior experience making academic progress with a range of student populations and needs
- Proven ability to use data to inform instruction
- Participation in Professional Learning Communities

**Physical Requirements: (Consistent with applicable law, reasonable accommodation may be made to enable a qualified person with a disability to perform the essential job duties.)**

- There is frequent need to stand, walk, carry items, climb stairs, balance, kneel, occasionally lift objects to 25 pounds during the workday
- In person attendance within the Midland Innovation +Technology Charter School and at its events

Responsibilities and time allocation may change over time to meet the needs of Midland Innovation + Technology Charter School and can include other duties as assigned.

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Employee Printed Name

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Employee Signature

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Date