



Department: Special Education in Institutional Settings (SEIS)
Title: **SEIS Special Education Teacher**
FLSA Status: Exempt
Reports to: SEIS Coordinator
Salary: SEIS Teacher Scale

Purpose: The **Special Education Teacher** provides specialized instruction to students with disabilities in host agency settings.

Essential Functions

- Develop and implement curriculum lessons and mini-units, assessing and modifying as designated in student IEPs
- Share individual students' IEP goals and objectives, learning style information and accommodations with other instructional staff and host agency personnel
- Implement effective instructional strategies and research based curriculum, in accordance with the Standards and Indicators of Effective Teaching and with host facilities' policies and procedures
- Maintain effective, ongoing communication with general education teachers and host agency representatives to improve student outcomes
- Develop IEP planning notes and IEP progress reports
- Evaluate student course work, assign grades, and track progress toward IEP goals
- Maintain updated student records, including IEPs, professional reports and required data for all students, in accordance with student records regulations
- Participate in and contribute to professional development events, coaching sessions, and other trainings at the program level
- Participate in and contribute to collaborative meetings at the program level, to improve practice and student outcomes
- Collaborate with host agency staff and families to support students, including participating in evening parent-teacher conferences and events to showcase student work
- Assume control of emergency/crisis situations, informing appropriate sources, obtaining assistance as needed, dispatching staff as indicated and filing appropriate documentation of same
- Maintain professional boundaries and standards with students and others, in keeping with CES and SEIS policies
- Maintain, analyze and report data on all essential functions of the position
- Use data to promote continuous improvement of job performance and program outcomes

Additional Responsibilities

- Maintain records and files in designated fashion
- Develop and maintain a personal Educator Growth Plan leading to continued licensure
- Maintain inventory of all equipment and curriculum materials
- Assume any additional responsibilities as directed by SEIS Contract Administrator
- Administer statewide testing within the educational setting and ensure the level of security and confidentiality as outlined by ESE
- Use all SEIS resources according to established policies and procedures



- Assist with annual inventories of all resources

Qualifications

- Bachelor's Degree from accredited College or University, Masters Degree desirable
- Massachusetts teacher licensure in moderate or intensive special needs at the appropriate level
- Highly qualified status in content area as appropriate
- Demonstrated successful teaching with high risk youth desirable

Candidates who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and practice have prepared them with the equivalent combination of education, training and practice required for the responsibilities of this position.

Working Conditions

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing
- Will work in locked settings, with high security for students and staff
- May be reassigned on a temporary or permanent basis as needed, within two days of a vacancy arising in another program

Terms of Employment

- CES/SEIS school calendar; Monday through Friday; 186 days (187 for new teachers)
- Requires an 8 hour work day
- Full benefits package as outlined in CES Personnel Policy

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.