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

**Purpose:** The SEIS Teacher provides content instruction to students in host agency settings

**Essential Functions:**
- Develop and implement curriculum lessons and mini-units, assessing and modifying as designated in student IEPs
- Provide content area instruction, integrating students’ IEP goals and objectives, learning style information, accommodations and modifications as appropriate
- 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 colleagues and host agency representatives to improve student outcomes
- Collaborate in the development of 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

**Other Duties and Responsibilities:**
- Maintain records and files in designated fashion
- Develop and maintain a personal Educator Growth Plan leading to continued licensure
- Maintain inventory of all classroom equipment and curriculum materials
- Assume any additional responsibilities as directed by SEIS Contract Administrator

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- 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 a core content area at the appropriate level
- Appropriate teacher license in special education desirable
- Demonstrated successful teaching with high risk youth desirable

Physical Demands:
- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Ability to regularly move throughout the classroom, to and from office and classroom locations and ability to access file cabinets, office equipment, and operate a computer.
- Frequently communicates with students, colleagues and community based program staff.

Working Conditions
- Ability to handle interruptions and maintain productivity.
- Ability to work with diverse personalities.
- Skilled in working both independently and collaboratively.
- Limited evening hours for occasional parent teacher conference.
- Classrooms are set in a residential setting, some are secured locked facilities where youth are receiving state services. Occasionally, students may demonstrate disrespectful conduct including verbal abuse and physical aggression towards others. CES provides support for behavioral management in the classroom to ensure a safe learning environment.
- 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

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