

JOB DESCRIPTION

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

Purpose: The SEIS Teacher provides content instruction and special education strategies to students in host agency settings.

Essential Functions:

- Develop and implement curriculum lessons and mini-units, assessing and modifying as designated in student IEPs, aligned to Massachusetts Curriculum Frameworks
- Provide content area instruction, integrating students' IEP goals and objectives, learning style information, accommodations and modifications as appropriate
- Evaluate student course work, maintain grading system and assign grades, communicate progress with students/caring adults, and track progress toward IEP goals
- Implement high leverage practices 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
- 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
- Attend and participate in meetings including, but not limited to, faculty, clinical with Host Agency, and IEP meetings
- Maintain professional boundaries and standards with students and others, in keeping with CES and SEIS policies
- Maintain, analyze and report student learning data on all essential functions of the position
- Use data to promote continuous improvement of job performance and program outcomes
- Ensures that all school and classroom environments are supportive, culturally responsive, welcoming, respectful, trauma-sensitive, gender- and sexuality-inclusive, reflective of the community and students' cultures and identities, and well-maintained

- Provide instructional leadership by focusing on improving teacher practice and student learning outcomes
- Contribute to SEIS student outcome achievement by taking action to close achievement, access, and opportunity gaps for students of color, economically disadvantaged students, English learners, and students with disabilities

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
- 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
- Assume any additional responsibilities as directed by SEIS Contract Administrator

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
- Access to reliable transportation.
- May be reassigned on a temp or permanent basis as programmatic needs change
- Committed to social justice and equity for students and adults alike.
- Multilingual and multicultural candidates desired
- Actively pursues PD and other learning opportunities to improve quality of practice and maintain certification

Physical Demands:

- Must be able to enter, exit, move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Must maintain situational awareness, including awareness of student activity and communication in a fast-paced secure institutional setting.
- Must be able to use traditional and digital instructional technologies.

Working Conditions:

- Work is subject to interruption and redirection, and priorities may change during the course of a day due to programming needs.
- Education is primarily conducted in an indoor classroom setting, with occasional programming outdoors, in a gymnasium, greenhouse, or on field trips.
- Classrooms are in a secure residential setting
- Teachers are required to work both independently and collaboratively.
- Limited evening hours are required for family events, and cross-state travel may be required occasionally.

Updated February 26, 2020

- Reassignment to different sites or programs within two school calendar days in the event that staffing needs change

Terms of Employment:

- 185/186 days, Monday through Friday – CES/DYS School calendar.
- 8 hours per day with benefits according to CES Personnel Policies with limited evening hours
- Teachers are part of a bargaining unit represented by SEIU 509.
- Position is eligible for state retirement benefits, employer subsidized health, dental, life, and LTD insurances, as well as other paid time off benefits described in the CES employee handbook.