JOB DESCRIPTION

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

Purpose: The special education teacher provides Special Education services and strategy instruction to students in institutional settings.

Essential Functions:
- Develop strategy instructional opportunities and implement a skills-based approach to lesson and mini-unit design, assessing and modifying as designated in student Individualized Education Plans (IEPs).
- Set a weekly schedule with supervisor to provide special education services and strategy instruction based upon student need, access, and support
- Implement special education services and strategy instruction opportunities for students in a variety of instructional models
- Provide differentiated learning opportunities during instruction, integrating students’ IEP goals and objectives, learning style information, accommodations and modifications as appropriate
- Ensure 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
- Implement intervention and advising strategies for teachers and students alike
- Maintain effective, ongoing communication with colleagues and host agency representatives to improve student outcomes
- Collaborate with colleagues to develop IEP planning notes and quarterly progress reports
- Develop and implement classroom-based social emotional and transition planning opportunities aligned to student IEP goals, objectives, accommodations, and benchmarks
- Evaluate student coursework 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 with program colleagues and Local Education Agency (LEA) to improve practice and student outcomes
- Collaborate with colleagues to determine current student progress within academic settings, specific to student IEP goals, objectives/benchmarks, and outcomes
- Collaborate with host agency staff and engage the community to support student learning
- Follow appropriate protocols during emergency/crisis situations, informing appropriate sources, obtaining assistance as needed, dispatching staff as indicated and filing appropriate documentation
- Maintain professional boundaries and standards with students and others, in keeping with CES, SEIS, and host agency policies

Updated June 2022
● Maintain, analyze, and report data on all essential functions of the position
● Use data to promote continuous improvement of job performance and program outcomes
● Administer statewide testing within the educational setting and ensure the level of security and confidentiality as outlined by ESE

**Other Duties and Responsibilities:**
● Develop and maintain a personal Educator Growth Plan leading to continued licensure and development of educator practice in line with the Teacher Evaluation System
● Maintain an inventory of all classroom equipment and curriculum materials
● Utilize and request SEIS resources as needed according to established policies and procedures
● Access to reliable transportation to meet the travel demands of the role
● Exhibit effective time management and organizational skills
● Demonstrate and maintain effective communication with all stakeholders
● Assume any additional responsibilities as directed by SEIS Contract Administrator

**Required Qualifications:**
● Bachelor's Degree from an accredited College or University
● Massachusetts teacher licensure in Mild-to-Moderate Disabilities PreK-6
● Demonstrated commitment in teaching high risk youth
● Committed to social justice and equity for student
● 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

**Preferred Qualifications:**

● Master’s Degree in Education or related field

**Workplace Health and Safety:** CES employees working on site in DYS, DMH, DPH or CHC facilities are required to demonstrate that they have received the COVID-19 vaccination.

Updated June 2022
Application Process: apply online at CES Career page, upload cover letter, resume, license and references.

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