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

CES offer waivers and support educators with the certification process. If you are looking for a rewarding career and an opportunity to help students learn and grow, this is the job for you. Review of resumes will begin immediately and continue until the position is filled. <em>Workplace Health and Safety:</em>

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

CES offers a competitive compensation and benefit package:
Teacher scale is based on licensure and education with a range $51,700-$70,000. Benefits include - Health, Dental, Vision, Health Reimbursement Account and/or Health Savings Account, FSA/DCA, Long Term Disability, Life Insurance, MA Teachers Retirement System, voluntary Short Term Disability and Additional Life Insurance. CES provides comprehensive professional development, mentoring and tuition forgiveness eligibility.

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

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