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

Purpose: Assist the SEIS Coordinator with overseeing and coordinating the delivery of SEIS services

**Essential Functions:**
- Assist the SEIS Coordinator with a daily school schedule and provide accurate student data and other documentation.
- Complete all administrative reports as needed, including logs and monthly supervision documentation.
- Provide onsite leadership to support high leverage practices and research based curriculum, in accordance with the Standards and Indicators of Effective Teaching and with host facilities’ policies and procedures.
- Develop and implement curriculum lessons and mini-units, aligned with MA curriculum Frameworks for scheduled course load.
- Collaborate in the development of IEP planning notes and IEP progress reports.
- Provide content area instruction as scheduled by supervisor, integrating students’ IEP goals and objectives, learning style information, accommodations and modifications as appropriate.
- Review all IEP planning notes and IEP progress reports, and assist SEIS teachers with revisions as necessary.
- Maintain updated student records, including IEPs, professional reports and required data for all students, in accordance with student records regulations.
- Evaluate student course work, maintain grading system and assign grades, communicate progress with students/caring adults, and track progress toward IEP goals.
- Collaborate with all stakeholders including school districts to ensure students’ receive appropriate coursework.
- Develop/maintain positive collaboration and communication with host agency staff and families.
- Maintain effective, ongoing communication with colleagues and host agency representatives to improve student outcomes.
- 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.
- 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.

Updated 3.11.22, rev. 3.24.22
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.

Support and maintain a professional learning community.

Maintain professional boundaries and standards with students and others, in keeping with CES and SEIS policies.

Use Google Suites, Meet, and/or Zoom as well as other blended learning tools and software technologies.

Maintain, analyze and report data on all essential functions of the position.

Use data to promote continuous improvement of job performance and program outcomes.

Assume any additional responsibilities as directed by SEIS Coordinator or Assistant Director for Program Coordination.

Other Duties and Responsibilities:

- Participate in all relevant meetings at work site, as defined by host agency Program Director.
- Drive to designated locations throughout Massachusetts.
- 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 the SEIS Contract Administrator.
- Assist in oversight and administration of 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.
- Frequently communicates with students, colleagues and community based program staff.
- 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 and special education, at the appropriate grade level.
- Demonstrated successful teaching with high risk youth desirable.
- Demonstrated ability to successfully lead, coordinate and supervise staff.
- Valid driver's license and reliable vehicle are required to meet the demands of the job.
- Multilingual and multicultural candidates desired.
- Commitment to student education and staff implementation of social justice and equity opportunities and social emotional learning.

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 access file cabinets, office equipment, and operate a computer.
- Must maintain situational awareness, including awareness of student activity and communication in fast-paced secure settings.
- Requires the ability to effectively handle job stress in the performance of duties.

Updated 3.11.22, rev. 3.24.22
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.
- Reassignment to different sites or programs within two school calendar days in the event that staffing needs change
- Employees expected to follow CES Workplace Safety Standards and host agency Workplace Safety Standards and state guidance on COVID-19 prevention and mitigation. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.

Terms of Employment:

- 185 days, Monday through Friday – CES/SEIS 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.