



## **JOB DESCRIPTION**

**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

- 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

**Working Conditions:**

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing
- Will work in locked settings, with high security for students and staff
- 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