

Special Education Teacher**Position Purpose**

The Capitol Region Education Council (CREC) seeks a Special Education Teacher to work in their state-of-the-art magnet schools at the elementary/secondary level. Strong candidates will possess excellent oral and written communication skills, strong collaboration skills, and experience in administering a variety of diagnostic assessments, writing reports and presenting at PPT's. Successful candidates will provide direct and/or consultative services, both in small group and/or within the general education setting, according to the needs of the child, to maximize the learning experience of students with special needs, in academics, interpersonal skills and activities of daily living. Strong candidates will work collaboratively to implement district approved curriculum; documenting teaching and student progress/activities, outcomes; addressing students' specific needs; providing a safe and optimal learning environment.

Essential Functions

- Conducts assessments, testing and diagnostic examinations of students for the purpose of identifying learning issues, and recommending courses of action or corrective procedures to overcome issues and maximize learning.
- Participates in PPT's and assists in developing Individual Educational Program ("IEP") for students.
- Assists students and teaching staff in implementing students' IEP's and behavior management plans.
- Collaborates with general education teachers and pupil personnel staff to design and implement programs and strategies to address student's individualized needs.
- Coordinates with district representatives, outside agencies, organizations and institutions, including state and federal authorities as needed.
- Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
- Serves as ready resource to students and parents to provide counseling that will lead each student to increased personal growth, self-understanding, and behavioral management; serves as liaison between home and school.
- Collect, organizes and maintains data to assist in decision making as it relates to academic and behavioral concerns
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research, and by maintaining professional relationships with members of institutions of higher learning and the business community.
- Collect, organizes and maintains data and systems for accurate and complete record-keeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.

- Utilizes appropriate books, aids and other supplies and equipment and maintains inventory records.

Additional Duties

Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Skills, Knowledge, Abilities

- Knowledge of Special Education principles, theories, testing, methods, curriculum/Common Core standard etc. as well as proven methods of maximizing the educational experience of students with special needs.
- Knowledge of differentiated instruction based upon student learning styles.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to organize and coordinate work.
- Ability to communicate effectively with staff, LEAs, students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Certification/License:

- State Certification as a Special Education Teacher.

Date: 12/15/2017