



## DAVINCI ACADEMY JOB DESCRIPTION

### Mission

DaVinci Academy of Arts and Science will awaken a passion for learning through an enriched and individualized approach to education. Students, parents and teachers will work together to ensure positive character development and build a strong foundation for higher education.

**POSITION TITLE:** Special Education Teacher

**REPORTS TO:** Director of Special Education

**Position Objective:** The primary objective of a special education teacher is to ensure a free appropriate public education (FAPE) and to support the students who receive special education services in the least restrictive environment as it aligns with the mission, vision, pillars of DaVinci Academy.

### **Principal Responsibilities:**

#### Collaboration

- Be solution focused and a team player
- Work with a variety of team members, while maintaining data privacy regulations, to further student progress and success during unique or challenging situations
- Collaborate with administration on a regular basis
- Develop and maintain positive cooperative working relationships with the DaVinci Academy community, which includes faculty, administration, staff, parents, students and board members
- Knowledge of Google/Zoom digital formats and other useful digital resources to provide educational intervention and support
- Regularly provide positive communication to parents via notes, phone calls, emails, conferences, etc
- Maintain and improve professional skills by participating in faculty meetings, various staff development opportunities and formal coursework in an effort to stay current with best practices
- Collaborate with colleagues to reflect on effective teaching practices and work to continually improve skills
- Serve as a member of the building Crisis Intervention Team
- Actively participate in the Q Comp program by attending, and being on time for, PLC meetings and frequently contributing ideas that further the school's mission
- Display a willingness to be observed on a regular basis and accept feedback and coaching from team leads and the administrative staff

## Teaching

- Develop lesson plans and instructional materials based on the individual student needs
- Provide differentiated instruction to meet the needs of each student
- Design lessons with clear, measurable goals that involve an appropriate mix of quality technology programs and engaging learning materials
- Teach approved curriculum
- Establish and maintain a positive classroom environment to achieve an effective learning climate
- Implement and support the positive behavior reinforcement system established by the school and maintain an orderly classroom
- Keep accurate student records, regularly update grades

## Due Process

- Responsible for case management of special education students
- Initiate, facilitate, and execute students' Individual Education Plans (IEP)
- Complete required Due Process procedures within mandated time frames
- Knowledge of various assessments
- Develop Individual Education Plans (IEP/IIP) based on assessment data and student need
- Develop and provide programming based on Individual Educational Plan
- Facilitate IEP team meetings
- Collect data for reporting student progress on IEP goals
- Write and implement student behavior intervention plans
- Assist Paraprofessional Coordinator with the planning and coordination of the work of the special education paraprofessionals
- Use data to drive instruction
- Demonstrate positive leadership and problem solving skills through effective case management of students on caseload
- Perform other duties as assigned

## **Qualifications:**

- Valid Minnesota Teaching License in relevant field required. (ASD, SLD or ABS licensure preferred)
- Display a positive attitude and be a problem solver
- Collaborate with a variety of team members
- Demonstrate excellent oral and written communication skills.
- Curriculum planning/alignment and instructional experience.
- Experience with different learning styles.
- Willingness to identify, interpret and follow school policies and procedures.
- Show initiative and function as a self-starter.
- Physical demands: able to stand for long periods of time, ability to lift 50#.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Education Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_