

Job Title: Part-time (.5 FTE) Alternative Education / Virtual School Special Education Teacher

JOB SUMMARY:

To plan, organize and implement an appropriate instructional program for Pioneer Tech and Virtual School students receiving special education learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the school director and special education director.

1. Have the ability to manage a caseload of students including IEP's and all other relevant paperwork
2. Lead meetings and development of IEP's, Functional Behavior Assessment and Behavior Intervention Plans
3. Collaborate with staff and parents to help students succeed
4. Act as the 8th-12th grade Services for Students with Disabilities (SSD) Coordinator for state assessments

Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior by establishing and enforcing rules, procedures and PBIS system.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom and/or learning environment for all learning opportunities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development using formative and summative assessments.
- Assign and grade class work, homework, tests and assignments.
- Monitor online coursework progress for students on caseload.
- Work with or understanding of Multi Tiered System of Support (MTSS).
- Work with or understanding of Positive Behavioral Intervention and Supports (PBIS).
- Previous work with or understanding of Standards Based Grading.
- Previous work with online coursework.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A/B.S degree in teaching from an accredited institution or related field teaching
- Michigan certification in teaching in appropriate subject area.
- Certificate with certification in Special Education.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district and st

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Candidates should apply using the on-line application system on the Hamilton Community Schools website.

www.hamiltonschools.us.