

## Special Education Teacher

Reports To:	Principal
Department:	Hanna Academy
FLSA Classification:	Exempt
Salary:	\$70-\$80k Depending on experience
Date Updated:	12/19/23

## Job Description

### Summary/Objective

Lead the effort to help Hanna develop a Special Education curriculum and classroom strategies that will allow Hanna to serve youth with specific special education needs. Participate in the school's accreditation process by way of leading specific areas. Assist the principals in hiring special education teachers and supervising said teachers on all special education matters. The ideal candidate for this role will be capable of teaching some Level of science (not required but is a plus).

### Principle Duties and Responsibilities

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

### Consultation

- Advise the school's principals and other Administrative Staff on all legal issues related to special education policies, procedures, and services.
- Advise all teaching staff on the legally required provision of services in general education and special education settings.
- Advise parents and provide information regarding special education and related service provisions offered by Hanna.
- Coordinates with principals regarding caseloads, schedules, special education transportation needs, and special education state assessment processes.

### Supervision

- Serve on all IEP Teams as the Local Education Agency (LEA) Representative
- Supervise all special education delivery services including monitoring the implementation of all IEP services for the fidelity of instructional model; including provision of Extended School Year (ESY) services.
- Secure and monitor contract personnel as needed for the provision of:

- Psychological services
- Speech Therapy services to include audiology services.
- Occupational Therapy services

### Compliance and Monitoring

- Capable of teaching some level of science (not required).
- Review and revise as-needed policies and procedures for the implementation of IEP accommodations, modifications, and interventions for monitoring special education and related services.
- Review and revise policies to uniformly address, document, and file all incident reports for occurrences affecting a special education student, including disciplinary and supervisory data.
- Provide timely reporting of all requested data to the Department of Public Instruction
- Maintain the Continuous Improvement Performance Plan (CIPP) Assessment

### Portfolio

- Coordinate and track all special education transfer students to determine NC eligibility
- Address any directives from DPI and comply with timelines and subsequent Corrective Actions resulting from any reported DPI complaints and/or findings of non-compliance.

### Training

- Conduct regular special education staff meetings regarding special education processes and classroom instructional strategies.
- Ensure faculty and staff are well versed in all requirements to implement student Individualized Education Programs (IEP) for the effective implementation of IDEA.
- Support teachers in the Responsiveness to Intervention (RTI) process by being a resource to provide research-based academic and behavioral intervention information.
- Program planning and implementation.
- Assist in determining program needs and procedures.
- Coordinate and monitor special education programming e.g. early childhood special education, K-12 special education, and transition programs.
- Assist in the development and implementation of program goals and objectives.

- Ensure special education due process compliance following State and Federal rules and regulations.
- Collaborate with building administration and district departments in the delivery of special education services and program support.
- Provide leadership in the selection and implementation of evidence-based curriculum and instruction for students with disabilities.
- Provide information, resources, and technical assistance to support students in the least restrictive environments including access to assistive technology, job-embedded training, consultative services, etc.

### Supervision of Other Employees

- The position may include giving work direction to other teachers.

### Qualifications

- Must have **Special Education Certification**.

### Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

### Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

### Affirmative Action/EEO Statement

*Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*

### Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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