

<i>Job Title</i>	<i>Special Education Teacher</i>
<i>Status</i>	<i>Full time</i>
<i>Department</i>	<i>Hope High School Online (AZ)</i>
<i>Supervisor</i>	<i>Principal and ESS Director</i>

### JOB SUMMARY

Hope High School Online has an immediate opening for a Special Education teacher for the 2020-2021 school year. The successful candidate will possess a broad knowledge of special education and be able to manage a 30-40 student caseload. The position entails writing and implementing Individual Education Plans (IEP), facilitating Multidisciplinary Team Meetings (MET) and collaborating with the school psychologist to write the MET, and monitoring and supporting students as they work in online classes.

### OVERALL ESSENTIAL ROLES/RESPONSIBILITIES

1. Ensure timely and appropriate IEP/MET compliance
2. Implement school goals related to student proficiency, growth, graduation rate, and attendance
3. Communicate frequently with students and their families to offer support
4. Provide specialized instruction to students via phone and webcam

### PRIMARY GOALS SPECIFIC TO THIS SCHOOL/PROGRAM/DEPARTMENT

1. Adapt the curriculum with individual plans and instructional materials to the needs of each pupil.
2. Evaluate student's academic and social growth, keep appropriate records, and prepare progress reports, write IEP's and portions of the MET using software (IEP Pro).
3. Maintain lines of communication with: Staff, Students, Parents, Principal & ESS Director.
4. Attend faculty meetings, special education meetings, parent-student-teacher conferences, relate to the principals and ESS director all items of school concern, submit reports to the administration and ESS department as needed.
5. Provide specialized instruction for students on your caseload
6. Maintain and update your caseload in IEP Pro

### ADDITIONAL ROLES/RESPONSIBILITIES

1. Design effective instructional lessons with measurable and clear objectives that are aligned to standards using online platforms for students with modified curriculum
2. Implement school culture
3. Manage and model expectations of student behavior
4. Communicate with students and parents regarding academic progress
5. Use a variety of methods and techniques to engage students in learning and increase rigor
6. Meet the diverse needs of an alternative student population

7. Maintain accurate student records and provide timely feedback to students concerning assessments of their learning
8. Provide recognition to students for effort and academic success and growth
9. Reflect on teaching and seek to increase knowledge of content area and instructional strategies
10. Attend and facilitate IEPs and MET meetings

### EDUCATIONAL REQUIREMENTS

1. Minimum 3 years special education teaching experience preferred
2. Current Fingerprint Clearance Card
3. Current Arizona Teaching Certificate in Special Education (Cross-Categorical); or Special Education Mild-Moderate Disabilities Certificate for Certified Teachers

### KNOWLEDGE AND SKILLS NEEDED

1. The ideal candidate will have experience writing IEP's
2. Possess the ability to assess student need and aid general education teachers with instructional strategies and accommodations/modifications to assist students
3. Highly organized and task oriented
4. Demonstrates ability to work with Principal and Guidance Counselor to support in areas of scheduling and Professional Development
5. Ability to collaborate on a productive team
6. Self- motivation
7. Computer literate
8. Successfully manage timelines and meet deadlines
9. Desire to be innovative and forward thinking

### ORGANIZATIONAL/CULTURE RESPONSIBILITIES

1. Be an integral part of a strong and unifying team culture
2. Challenge yourself daily to support the creation of defining moments for students
3. Able to share innovative and creative ways to move the organization forward

### COMPENSATION

Annual Salary range starts at \$47,000 with benefits, 40 hours per week, year-round with vacation and sick time accruals

## HOW TO APPLY

Please forward the following documentation via email to [hr@blueprinteducation.org](mailto:hr@blueprinteducation.org)

- Resume
- Minimum of 3 professional references
- A brief paragraph or two explaining the reason you are applying for this position

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