



Special Education Teacher

Job Description

Job title	<i>Special Education Teacher</i>
Reports to	<i>Special Education Coordinator</i>
Fair Labor Standards Status	<i>Exempt, School Year</i>

Job purpose

Penfield Montessori Academy (PMA) is a public Montessori charter school in Milwaukee, Wisconsin with Primary and Lower Elementary students. Penfield Montessori Academy is built on three pillars for success: a strong Montessori/Special Education pedagogy, Health and Wellness Services and Family Engagement. The school opened in fall of 2016 and will continue to grow to accommodate children up to 8th grade.

PMA is committed to creating a diverse and high quality learning environment for students of all abilities to reach their full potential. The special education teacher is responsible for working with Primary and Lower Elementary students that experience emotional, learning, and physical disabilities and are eligible for special education programs and services as determined by an IEP/504 plan.

Working relationships

- Administrative staff
- Staff
- Families
- Students
- Volunteers

Prime functions

- Identify students with special needs, organize student caseloads and establish and implement strategies to work with disabilities.
- Prepare lesson plans, use data driven instruction to gauge student learning, employ special education strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, and memory.
- Establish high standards of student behavior. Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- While working with these special education students, the teacher may also work with at-risk students within the general education population in the classroom in conjunction with the support they are providing to students with special needs.

- Willingness to learn and practice Montessori curriculum in the classrooms and develop strategies for students with special needs that are based on Montessori curriculum.
- Collaborate with other professionals including classroom teachers, therapists, school nurses, pediatricians, and social workers to support students' needs in the classroom.
- Effectively communicate with parents regarding the student's specialized services.
- Modify the general education curriculum for students with disabilities based on a variety of differentiated instructional techniques.
- Meet regularly with parents to discuss their children's progress and to determine priorities for their children and their individualized educational needs.
- Develop plans for effective communication, monitoring, and follow-up of students in an inclusive classroom setting.
- Provide crisis intervention, as needed, for students who experience difficulty in an inclusive setting.
- Assist in collection of data for providing appropriate classroom interventions.
- Maintain professional competence by participating in ongoing staff development activities, curriculum development meetings, and other professional opportunities.

Qualifications

- Qualified candidates must hold a valid teaching license issued by the State of Wisconsin for Early Childhood to Middle Childhood Special Education
- Teaching experience in an urban public or charter school setting preferred, but not required
- Montessori experience preferred, but not required
- Effective oral and written communication skills
- Candidates must be reliable and punctual in order to provide continuity and stability in the classroom.
- Self-starter with effective classroom management skills, strong leadership capabilities, and a passion for education.
- Must have sufficient mobility to move - including bend, stoop, reach, lift and grasp
- Ability to lift 50 pounds on a daily basis

Performance Criteria aligned with Vision

- Teachers will be held accountable for student achievement and growth of the students they serve, establishing relationships with both students and parents, and participating in all aspects of class and school-wide planning.
- Maintain accurate and complete student records and prepare reports on children and activities, as required by state and federal laws, school policies, and administrative regulations.
- Demonstrate moral focus and personal values to students in everyday settings.

