

# Special Education Teacher & Coordinator

## School Overview

pilotED Schools Bethel Park is a nationally-recognized elementary school that seeks to empower the way students see themselves and the world around them using an approach centered in social identity development, civic engagement, and academic excellence. From our daily identity-based classes to our sports programming and civic engagement opportunities, pilotED actively promotes an enriching lifestyle for our students and families to forever interrupt generational cycles of poverty.

## Position Overview

With a passion for equity and inclusivity, the primary responsibility of Special Education teachers is to effectively instruct students in a manner that supports pilotED's academic model of holistic education. The Special Education teacher is accountable for designing instruction which will meet the needs of pilotED's diverse learners, and will be accountable for their academic growth and achievement. This role will grow to eventually oversee SPED TAs. The Special Education teacher reports directly to the Director of Specialized Services with support from the School Principal.

## Roles/Responsibilities

### Instructional

- Effectively plan and deliver lessons which align to school wide academic plans and designed to meet all goals outlined in diverse learner's Individual Education Plans (IEPs) through an appropriate combination of push-in and pull-out support;
- Frequently collect and analyze student data to monitor student growth and attainment and progress in completion of IEP goals;
- Create a safe and respectful classroom culture through effective classroom management and positive behavior techniques;
- Participate in weekly observation and coaching sessions.

### Non-Instructional

- Collaborate with classroom teachers, teacher assistants and RTI committee to identify and assess students in need of special services;
- Plans, supervises, and evaluates special education programs including the supervision of IEP creation;
- Consults with staff, parents and outside agencies (mental health, education) regarding Special Education Students;
- Provide frequent reports to the Leadership Team regarding student academic progress, IEP goal attainment, and ensure compliance in tracking IEP minutes;
- Collaborate with Director of Business & Operations on special education state reporting, federal & state special education grant tracking, and school special education budget.
- Coordinate, schedule, and plan IEP meetings;

- Communicate frequently with parents of diverse learners to provide updates on progress and address concerns;
- Attend and participate in all professional development opportunities;
- Support school community through participation in community events, after-school programming, field trips and/or civic engagement opportunities.

## Qualifications

### Mission Requirements

- Entrepreneurial mindset with a passion for creating systems, working as a team, and being a part of a growing organization;
- Quick-thinker, solutions-oriented, and thrives in a fast-paced environment;
- Committed to meeting the needs of a diverse population including race, gender, ability, religion, sexual orientation, geography, and any other identity-based attributes;
- Committed to restorative justice and identity development approaches;
- Willingness to grow through ongoing constructive feedback and professional development;
- Committed to engage and/or lead in community and school events;
- Committed to build relationships with families and coworkers and create a dynamic environment.

### Knowledge/Skill Requirements

- Bachelor's degree in Special Education, 2+ years of full-time teaching experience in Special Education, and/or Special Education teaching certification;
- Master's Degree in Special Education preferred;
- Ability to attend annual summer off-site professional development;
- Thorough understanding of state and federal Special Education law and IEP requirements;
- Ability to assess grade level needs in order to plan and organize accordingly;
- Strong ability to differentiate instruction to a variety of student needs and learning styles;
- Demonstrated experience in the successful instruction of students with varied learning styles and levels of mastery;
- Record of success in the instruction of students with a wide-range of intellectual, emotional, physical and behavioral disabilities;
- Expert-level written and oral communication skills;
- Strong interpersonal and team building skills;
- Willingness and ability to maintain constant and frequent communication with parents;
- Strong ability to work with flexibility;
- Excellent organization skills and consistency in meeting deadlines;
- Experience working in urban environments;
- Strong knowledge of pedagogy and experience teaching strategies to support all learners;
- Microsoft Office and Google Suite proficiency;
- Language: English proficiency required; bilingual in Spanish preferred;
- Physical Requirements: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;

- Must pass all federal and state background checks.

### **Equal Opportunity Employer**

*pilotED Schools is an equal-opportunity employer that actively seeks to hire and retain a diverse, passionate, and dedicated team. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.*