

Coastal Empire Montessori Community Organization

Special Education Teacher



The Special Education Teacher, in partnership with and under the supervision of the Head of Montessori Curriculum and Instruction and the Executive Director, is expected to establish and maintain high-quality Montessori / standards-aligned support for students with Individualized Education Programs (IEPs). The roles and responsibilities of the position include, but are not limited to, the following:

Roles and Responsibilities

Instructional Strategies

- Support and implement the school's Montessori / standards-aligned curriculum and program;
- Support General Education Lead Teachers to conduct assessments of student learning styles and use results to plan instructional activities, prepare lessons and utilize materials that reflect accommodations for differences in same;
- Record observations on all students with an IEP;
- Work with other members of the staff as appropriate to determine instructional goals, objectives, and methods according to CEMCO requirements;
- Work cooperatively with other support staff (e.g., Speech Language Pathologist) as needed for special education students according to guidelines established in Individual Education Plans (IEPs); and
- Use technology to strengthen the communication process and teaching / learning / assessment, following steps that enhance the Montessori environment.

Student Growth and Development

- Guide and support students in developing academic, moral, emotional, and social strengths by observing, documenting and analyzing their progress;
- Conduct ongoing assessment of student achievement through formal and informal testing, observation, and systematic record-keeping;
- Be responsible for the safety and physical well-being of all students in your charge at all times;
- Demonstrate respect, grace and courtesy for all students and adults; and
- Assist students toward self-directed learning and "normalization."

Prepared Environment and Classroom Management

- Collaborate with the Head of Montessori Curriculum and Instruction in the selection of books, equipment, and other instructional materials to support the program;

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Manage student behavior in accordance with Montessori principles, the *CEMCO Family Handbook* and school policies; and
- Ensure the existence of a learning environment free of interference.

Communication and Reporting

- Establish and maintain open lines of communication by conducting required and additional scheduled conferences with parents, and conferring with students, colleagues and administration;
- Diligently and consistently meet deadlines for any and all paperwork required by the school and district personnel;
- Maintain current ongoing records (e.g., record-keeping forms, communication logs, concern and conference summary forms, observation notes) on all students and have same available for school's review upon request;
- Report any and all accidents or incidents immediately and complete the written documentation procedure required by the school;
- Strictly adhere to all child abuse / mandated reporter requirements;
- Foster and maintain ongoing communication with team members and colleagues;
- Maintain the confidentiality of all student records according to the law and school policies;
- Return parent telephone calls the same day if possible; check email daily and reply to school-related messages within 24 hours;
- Participate in the planning and implementation of parent education activities; and
- Maintain a professional relationship with school leaders and administration, colleagues, students, parents and families, community members, and the CEMCO Board.

Professional Growth and Development

- Attend ongoing professional development in order to maintain skills required by the job;
- Participate in the professional development goal-setting program as required by the school; and
- Complete staff development activities to improve job-related skills.

Organizational Responsibilities

- Organize work so that daily time is available for record-keeping, planning time, and meetings required by the school;
- Personally compile, maintain, and file all physical and computerized reports, records, and other documents required to keep students' individual files current;
- Remain informed of and comply with state, district, and school regulations and policies for classroom teachers, including the *CEMCO Employee Handbook*;
- Actively participate in school development and planning functions;

- Serve as a member of at least one school-based or Board committee;
- Attend and participate in faculty meetings and other in-school events as required;
- Attend and participate in after-hours meetings and events as reasonably deemed necessary by the school;
- Be a positive role model to peers, teaching assistants, trainees, and volunteers;
- Possess the physical capacity to work with children of primary or elementary age, including lifting up to 40 pounds, bending and working on the floor; and
- Fulfill other duties as determined by the Head of Montessori Curriculum and Instruction and the Executive Director.
- Note: Co-teachers must work cooperatively to ensure that all the above is successfully achieved within the classroom.

Other Requirements

- Georgia Teaching Certification in Special Education;
- Strongly preferred: Certification from an accredited Montessori training facility;
- Actively embrace the Montessori pedagogy and the related skills and dispositions;
- Demonstrate the ability to relate joyfully to children;
- Maintain confidentiality of information regarding students, staff, parents, and school issues;
- Perform responsibilities in an ethical and professional manner;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others; and
- Use tact, patience and courtesy.

Salary

- From CEMCO Salary Scale per Grade & Step or negotiation; 190-day calendar; and
- “Certified” may be defined as being both Georgia-certified and Montessori-trained for salary purposes.