



Special Education Replacement Teacher

2021-2022 Job Description

NAME:

POSITION TITLE	Special Education Replacement Teacher, Level B
JOB TYPE	Full-time/Year Round/Salaried
TEAM(S)	Student Services and Middle School Main Campus
REPORTS TO	The Special Education Replacement Teacher will report to Special Education Middle School Lead Teacher and Director of Student Services.
SUPERVISES	Non-Supervisory
POSITION OBJECTIVE	The Special Education Replacement teacher will provide in class, small group pull out, and replacement classroom support in instruction and behavior for main campus 5-8 grade special education students.

RESPONSIBILITIES / DUTIES TO ACHIEVE POSITION OBJECTIVE:

- I. Provide in class support and modified curriculum instruction to students in their reg ed classroom
 - A. Support students while they are in the reg ed classroom by helping them with note taking, providing visual supports, and helping with on task behaviors.
 - B. Provide students instruction on missing skills required to achieve understanding of grade level curriculum, this can happen in the reg ed classroom or in an alternate location.
 - C. Work with students on achieving specific academic goals as laid out in their summary of services plan.
 - D. Provide modifications as necessary on grade level work/projects in order for students to best show their mastery of the given standards and objectives.
 - E. Work with the regular ed teacher to create grades on modified and grade level work and input these grades into gradebooks.
- II. Work with Special Education Teacher to complete services and goals plan
 - A. Communicate with the SPED teacher present levels of students and progress on goals as reported quarterly.
 - B. Work with the SPED teacher on determining appropriate goals for the student to achieve.
- III. Communicate with parents progress/problems regarding student's learning/behavior
 - A. As appropriate, communicate with parents regarding any concerns/victories/etc. regarding the student and their work with the teacher.
- IV. Attend collaboration meetings with Regular Education classroom teachers
- V. Assist the Special Education teacher with Special Needs Scholarship Program paperwork quarterly (as availability allows)
- VI. Assist in administering formal assessments
 - A. Special Education Replacement Teacher will help administer STAR and Forward tests at appointed times, providing needed accommodations.



VII. Meet Expectations of St. Marcus Staff

- A. Exemplifies mission mindedness and prioritizes ministry involvement.
- B. Demonstrates responsibility and professionalism towards job responsibilities.
- C. Establishes, maintains and publishes a daily schedule.
- D. Weekday school hours are from 7:00 AM to 4:00 PM.
- E. Be available by phone to staff members (and St. Marcus families when necessary) after school hours and on weekends.
- F. Contribute to the school culture by supporting outreach activities (ie. quarterly awards ceremony).
- G. Uphold code of conduct and school policies.