

## **JOB DESCRIPTION**

**Department:** Special Education in Institutional Settings

**Title:** SEIS Special Education Teacher

**FLSA Status:** Exempt

**Reports to:** SEIS Coordinator

**Salary:** SEIS Teacher Scale

**Purpose:** The special education teacher provides Special Education services and strategy instruction to students in host agency settings.

### **Essential Functions:**

- Develop strategy instructional opportunities and implement a skills-based approach to lesson and mini-unit design, assessing and modifying as designated in student IEPs.
- Set weekly schedule with supervisor to provide special education services and strategy instruction based upon student need, access, and support.
- Implement special education services and strategy instruction opportunities for students in a variety of instructional models.
- Provide differentiated learning opportunities during instruction, integrating students' IEP goals and objectives, learning style information, accommodations and modifications as appropriate.
- Ensures that all school and classroom environments are supportive, culturally responsive, welcoming, respectful, trauma-sensitive, gender- and sexuality-inclusive, reflective of the community and students' cultures and identities, and well-maintained
- Implements intervention and advising strategies for teachers and students alike.
- Maintain effective, ongoing communication with colleagues and host agency representatives to improve student outcomes.
- Collaborate in the development of IEP planning notes and IEP progress reports
- Develop and implement classroom-based social emotional and transition planning opportunities aligned to student IEP goals, objectives, accommodations, and benchmarks.
- Evaluate student coursework and track progress toward IEP goals
- Participate in and contribute to professional development events, coaching sessions, and other trainings at the program level
- Participate in and contribute to collaborative meetings at the program level, to improve practice and student outcomes
- Collaborate with colleagues to determine current student progress within academic settings, specific to student IEP goals, objectives/benchmarks, and outcomes.
- Collaborate with host agency staff and families to support students, including participating in evening parent-teacher conferences and events to showcase student work
- Assume control of emergency/crisis situations, informing appropriate sources, obtaining assistance as needed, dispatching staff as indicated and filing appropriate documentation of same
- Maintain professional boundaries and standards with students and others, in keeping with CES and SEIS policies
- Maintain, analyze and report data on all essential functions of the position

- Use data to promote continuous improvement of job performance and program outcomes
- Administer statewide testing within the educational setting and ensure the level of security and confidentiality as outlined by ESE.

**Other Duties and Responsibilities:**

- Develop and maintain a personal Educator Growth Plan leading to continued licensure
- Maintain an inventory of all classroom equipment and curriculum materials
- Use all SEIS resources according to established policies and procedures
- Assume any additional responsibilities as directed by SEIS Contract Administrator
- Access to reliable transportation to meet the travel demands of the role.
- Exhibits effective time management and organizational skills.
- Able to demonstrate and maintain effective communication with all stakeholders.

**Required Qualifications:**

- Bachelor's Degree from an accredited College or University
- Massachusetts teacher licensure in Mild-to-Moderate Disabilities 5-12.
- Demonstrated commitment in teaching high risk youth.
- Committed to social justice and equity for students and adults alike.
- Multilingual and/or multicultural candidates desirable.

**Preferred Qualifications:**

- Masters Degree in Education or related field

**Physical Demands:**

- Must be able to enter, exit, move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Must maintain situational awareness, including awareness of student activity and communication in a fast-paced secure institutional setting..
- Must be able to use traditional and digital instructional technologies.

**Working Conditions:**

- Work is subject to interruption and redirection, and priorities may change during the course of a day due to programming needs.
- Education is primarily conducted in an indoor classroom setting, with occasional programming outdoors, in a gymnasium, greenhouse, or on field trips.
- Classrooms are in a secure residential setting
- Teachers are required to work both independently and collaboratively.
- Limited evening hours are required for family events, and cross-state travel may be required occasionally.
- Reassignment to different sites or programs within two school calendar days in the event that staffing needs change
- CES employees working on site in DYS, DMH, DPH or CHC facilities are required to demonstrate that they have received the COVID-19 vaccination.

**Terms of Employment:**

- 185/186 days, Monday through Friday - CES/DYS School calendar
- 8 hours per day with benefits according to CES Personnel Policies with limited evening hours
- Teachers are part of a bargaining unit represented by SEIU 509.
- Position is eligible for state retirement benefits, employer subsidized health, dental, life, and LTD insurances, as well as other paid time off benefits described in the CES employee handbook.