



ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

Special Education Teacher Position Description

Job Title: Special Education Teacher Work Year: 10-month employee **Reports To:** Director of Student Support Services

SUMMARY: Albany Leadership is immediately seeking a full-time Special Education Teacher to plan and implement evidence-based instruction in accordance with student IEPs and common core standards. Albany Leadership is looking for applicants who have experience working with students with emotional and behavioral challenges. Applicants should be energetic, flexible, passionate, and ready to work hands-on with all of the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

1. Demonstrate strong classroom management skills
2. Employ positive and therapeutic behavioral intervention strategies
3. Differentiate instruction to meet the needs of all students
4. Collect data to monitor student progress and drive instruction
5. Work as part of a collaborative, interdisciplinary team to develop IEPs
6. Participate in CSE meetings
7. Communicate effectively with family members

To perform this job successfully, the Special Education Teacher must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

EDUCATION AND TRAINING: NYS Special Education Teacher 7-12 certification or evidence of progress towards obtaining certification is required.

EXPERIENCE: Demonstrates proper attitude and experience working with high school girls, preferably within an urban setting. Exhibits quality relationships with staff, students, parents, and the broader community.

SKILLS, KNOWLEDGE, DISPOSITIONS: Understanding of school student-achievement data and New York Charter School Standards; thorough understanding of best practices for secondary schools; operating knowledge of and experience with personal computers, word processing, and database software. English language skills required. Oral and written fluency in a second language may be preferred or required based on student and parent primary language needs.

CERTIFICATES, LICENSES, & REGISTRATIONS: NYS Special Education Teacher 7-12 certification or evidence of progress towards obtaining certification is required.

SUPERVISION RESPONSIBILITY: None at this time

WORK ENVIRONMENT: The noise level in the work environment is usually moderate. Dealing with other adults and students sometimes is in quiet areas and sometimes noisy ones.

MENTAL FUNCTIONS: While performing the duties of this job, the Special Education Teacher is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.