



## Lee A. Tolbert Community Academy

3400 Paseo Boulevard, Kansas City, MO 64109

**JOB GOAL:** To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society. To ensure continuous improvement in state and national performance levels to prepare students for every level and performance is on-track and on-time for success.

We are looking for a Special Education Teacher to join our team of educators. You will be responsible for teaching groups of students with mild or moderate disabilities. You will modify existing curriculum on basic subjects (e.g. math, writing) to meet each student's learning requirements and build individual lesson plans tailored to their specific needs. You will also discuss with parents and support staff about important matters that might impede students' progress. Ultimately, you will help and inspire children to achieve important learning milestones.

### Responsibilities

- Assess students' abilities and craft teaching plans
- Adapt learning materials to students' needs
- Keep track of and reflect on students' progress
- Monitor children's behavioral patterns and arrange appropriate interventions if needed
- Find engaging activities to teach skills (e.g. drawing and theater drama)
- Manage classroom crises and resolve conflict
- Prepare students for transition to the next grade
- Inform parents about their children's performance and potential problems
- Coach/mentor other professionals who work with children with disabilities
- Collaborate with the support staff (e.g. school counselors and speech therapists) to create holistic intervention plan

### Requirements

- Proven experience as a Special Education Teacher or relevant role
- Good knowledge of current special education topics and methodologies

- Experience working with children with a wide range of disabilities
- Ability to create IEPs
- A patient, resourceful, and resilient personality
- Excellent interpersonal and communication skills
- Valid state special education certificate
- BSc in Special Education; MSc is a plus

### **QUALIFICATIONS:**

- Meets the employment qualifications set forth by the Lee A. Tolbert Academy Board of Education and the Missouri State Department of Education.
- Missouri teaching certificate in area of instructional responsibility

### **COMMUNICATION**

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students.

Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.

Completes accident/incident reports for students/staff.

Compiles data for statistical purposes.

Maintains confidentiality regarding educational records.

### **ORGANIZATION**

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other related work as required.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**LANGUAGE SKILLS:** Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing on a bike or wheelchair, or moving/rearranging furniture. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

**TERMS OF EMPLOYMENT: 186 days**

**SALARY: Based on Lee A. Tolbert Academy Salary Schedule**

**FLSA STATUS: Exempt**

**REPORT TO: Principal**