

Special Education Teacher Job Description

- Full- time position (average 45 hour a week)
- Special Ed Teachers manage an average caseload of 32 students
- Provide Special Education services (virtual and/or face to face) in accordance with the IEP
- Demonstrate knowledge of specialized methodology for teaching students with disabilities
- Demonstrate knowledge of specialized curriculum
- Demonstrate knowledge of Assistive Technologies
- Facilitate IEP Teams for students with special needs
- Write and Implement student IEP
- Compile and Maintain Special Education Compliant Files
- Conduct assessments as needed for special education eligibility
- Monitor and report progress toward IEP Goals and Objectives
- Complete all activities required for compliance with IDEA
- Maintain accurate special education records
- Submit required reports and documentation to administration
- Demonstrate thorough knowledge of ARVA/K12 policies and procedures
- Demonstrate thorough knowledge of basic computer skills including, but not limited to Microsoft Word, Outlook and Excel
- Support students and parents with student placement, curriculum, and instructional issues
- Respond within 24 hours to student, parent and ARVA staff inquiries via phone and/or e-mail during the regular work week
- Develop positive relationships with teaching adults, students and ARVA staff members
- Keep detailed documentation from parent/student conferences
- Alert administrators of any concerns about student progress and/or truancy
- Promptly send information from ARVA administration to families in class
- Work with the administration to prepare students for standardized tests (including the logistics of selecting testing sites)
- Serve as test administrators for site-based proctored standardized testing
- Participate in the school's self-evaluation program
- Support ARVA administrators with school information sessions
- Share in the workload of general projects (work with the ARVA team)
- Lead parent orientations during late summer and early fall (and for small groups)
- Create personal Professional Development Projects
- Assist with various projects throughout the year with colleagues and administration, as needed
- Effectively work at home alone and out of the home to implement all of the ARVA teacher daily, weekly, monthly and yearly tasks
- Participate in a staff conference calls during the school year
- Maintain physical special education files for assigned students located at the ARVA office on a minimum of monthly basis
- Work on various projects during the summer

Minimum Requirements:

- Bachelor's degree
- Shared view of the school's mission
- Strong working knowledge of IDEA requirements

- Arkansas state teaching certification
- An ability to support and guide adults, as well as students
- Strong written and verbal communication skills
- Organization and time-management skills
- Proficiency in Excel, Word, and Outlook, and experience using them in a professional capacity
- Flexible schedule

The ideal candidate will also have:

- Experience working with the proposed age groups
- Knowledge of alternative public school environments, including charter schools
- An understanding of home schooling environments
- Experience using Internet search engines
- Experience using a student information system and/or other type of database
- An ability to learn new technology tools quickly (e.g., database and web-based tools)
- An ability to support adults with basic computer set-up and navigation