

Exceptional Children Teacher (Full Time) , Charlotte Lab School



Job Posting Date: January 7, 2019

Application Closing Date: TBD

Hours: Full-Time

Start Date: TBD

Contract End Date: TBD

Responsibilities:

The Charlotte Lab School Exceptional Children Teacher (EC) will have responsibilities in support of Charlotte Lab School operations:

Special Education Responsibilities

- Create and implement Individualized Education Plans and 504 plans in conjunction with state and federal requirements
 - Hold annual meetings with families to provide progress updates
 - Complete progress reports quarterly based on specific student goals
 - Complies with timelines and regulations as outlined by the Family Educational Rights and Privacy Act (FERPA)
 - Obtains and maintains compliant special education files
- Analyze data and reports to guide goal setting and instructional planning
 - Monitor student progress through a variety of tools and portfolios

Instruction

- Deliver specialized instruction to students on his/her caseload
 - Develop lesson plans based on Individualized Education Plans (IEPs)
 - Deliver student instruction in modalities instituted by school and assigned program in both pull-out and inclusion settings that is data driven
- Use flexible grouping and scheduling
- Provide necessary supports to aid instruction in the general education setting
- Proctor standardized tests
- Serve as an advisor to a small group of students being the family liaison at school
- Participate in ongoing professional development and teacher evaluation process

Communication

- Collaborate with classroom teachers and support staff
 - Provides assistance in developing and adapting curriculum materials to meet the needs of student and teachers
 - Maintains communication with related service providers and case managers to ensure compliance with the provision of services, evaluations and progress reports
 - Participate in weekly team meetings
- Communicate with parents/guardians regularly, responding within 24 hours (holidays and weekends excluded)
- Participate in weekly team meetings
- Fulfill all other duties and responsibilities as assigned by supervisor

Candidate Must:

- Hold a Bachelor's Degree from a four year institution
- Be able/willing to learn and fulfill all the responsibilities listed above

In addition, the Lab Leadership Team will look favorably upon candidates who:

- Are fully licensed or willing to obtain teacher licensure in the area of exceptional children
- Have at least two years of full time teaching experience
- Have previous experience working with diverse populations
- Are motivated to work in an open, progressive school environment
- Are reflective in their practice and have a growth mindset
- Is comfortable with technology
- Unquestioned integrity and commitment to Lab's vision, mission, and growth
- Professional demeanor, strong self-confidence
- Takes initiative, is a self-starter, has leadership skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to work in a dynamic, fast paced environment both independently and as part of a team
- Strong judgment and decision-making skills
- Ability to build relationships and collaborate with others

Salary & Benefits

Salary range is based on experience and qualifications. The position includes health benefits for employee and opportunity to contribute to a 403b retirement plan.

Application Process

Please visit www.charlottelabschool.org/lab-faculty/working-at-lab to complete an application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for Charlotte Lab School.

Charlotte Lab School is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally underrepresented backgrounds. Charlotte Lab School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.