

Job Description: Special Education Teacher-Elementary School

Guadalupe Centers Schools are a free, open enrollment, public charter school currently serving students in Pre-K and grades K-12. Guadalupe Centers Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

The Special Education Teacher helps students learn subject matters and skills that will contribute to their development as mature, able and responsible men and women.

Essential duties and responsibilities: Other duties may be assigned.

- Prepares and schedules individual student staffing conferences according to timelines; initiates IEP conferences as appropriate
- Write IEPs using district software (Sped Track)
- Complete all necessary paperwork to be in compliance with the state and district. Prepares and submits reports according to timelines outlined in the Missouri State plan; responds to requests for information as required.
- Prepare Transition Plans for secondary students.
- Identifies the specific learning needs of each student properly identified as disabled and maintains a clear record of the student's instructional experience and progress in the permanent Special Education file.
- Plans and utilizes instructional materials, procedures and equipment according to each student's specific disability.
- Schedules students for instruction in cooperation with the Director of Special Services, principal and other members of the building staff.
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of the state and school.
- Keeps accurate attendance records; maintains discipline in the classroom.
- Works with the Co-Teaching model alongside the General Education teacher.
- Acts as resource to building staff regarding disabilities methods, accommodations and materials.
- Utilizes differentiated instruction and the IEP guiding document for all instructions.
- Administering national, state and district assessments throughout the school year.
- Receives and forwards to the Director all referrals from appropriate sources.
- Coordinates all activities and procedures with the Director of Special Services and building principal.
- Participates in faculty and professional meetings, educational conferences and teacher training workshops.

- Attend all meetings with parents and give input concerning the creation of an Individual Education Plan or a 504 Plan.

Qualification Requirements:

- Bachelor's degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education.
- Secondary Special Education Certification.
- Pass Criminal Background Check and Family Care Registry.
- Certified by the state of Missouri or working towards the certification (<http://dese.mo.gov/eq/cert>) to achieve highly qualified status in Special Education (K-12).
- Committed to working with under-served students.
- Bilingual (preferred).

Application Process:

If you are interested in applying complete an application on moreap.net and send your resume and letter of interest with your educator ID to [opportunities @guadalupecenters.org](mailto:opportunities@guadalupecenters.org). If you would like to learn more about the schools before applying please visit us at www.guadalupecenters.org.

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