



Job Description: Special Education Teacher

Reports to: EC Coordinator	Supervises: None
Employment: Full-time, 11 Month	FLSA Status: Salaried, Exempt

OVERVIEW OF EXCELSIOR CLASSICAL ACADEMY

Excelsior Classical Academy is a tuition-free public charter academy with a rigorous, college-preparatory, liberal arts focus. Excelsior means “higher” in Latin, and at Excelsior, we strive for continuous improvement in academics and character. We will help each student reach higher by providing a rigorous, rich curriculum in an environment that promotes responsibility, integrity, diligence, and excellence.

We firmly believe in making this educational option accessible to all students in the Durham area. We intentionally pursue diversity in our Board, our staff, and our student population. Our goal is to reflect the diversity of the Durham area. In order to allow anyone who wants to attend our academy to do so, we

- offer busing
- provide free or reduced-price lunch to those who qualify
- provide assistance with uniforms to those who qualify
- offer a Before- and After-School Program

POSITION OVERVIEW

Work with the EC Team and General Education Teachers to provide the academic, emotional, and physical services for students who require additional support to thrive within the school’s core academic programs; our EC Team serves students with special needs across all grade levels and content areas through small-group pull-out instruction, whole-group instruction, or inclusion in the general education classroom; maintain accurate and up-to-date records and other documentation.

POSITION SPECIFICS

- Supporting the instructional staff
- Ensuring that all general education teachers teaching students on caseload know of, understand, and implement all classroom accommodations and modifications required by IEPs and 504 plans
- Creating, implementing, and reviewing IEPs and 504 plans in consultation with faculty and families
- Working with related service providers on caseload
- Providing individual or small group instruction for students who require additional academic support
- Differentiating small group instruction for students with special needs
- Utilizing formal and informal assessment data to drive instruction and ensure student mastery of standards
- Helping to build warm and inclusive classroom environments
- Creating and maintaining strong relationships with students and families

- Participating in grade-level meetings, collaborative planning, and professional development

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a dynamic teacher leader who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about the mission of Excelsior.

- Bachelor's degree or higher required
- Special education certification
- Bilingual Spanish/English strongly preferred
- Growth mindset
- Strong commitment to the mission, philosophy, and goals of Excelsior
- Exceptional organizational skills and attention to detail
- Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus
- Frequently required to stand, occasionally required to sit and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks
- Average memory, taking into consideration the amount and type of information
- Moderate level of complexity for decision-making; occasionally high time pressure of decision-making
- The noise level in the work environment is usually moderate

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Excelsior does not discriminate on the basis of race, color, ethnicity, national origin, disability, religion, creed, gender, gender expression, or sexual orientation. Excelsior Classical Academy is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment, and we strongly encourage applications from candidates who reflect such diversity.