



Job Title	Special Education Teacher
Reports To	Executive Director, Principal
Supervises	Paraprofessional Staff
Status	Full-Time, Exempt

Effective 2022-2023 School Year

Position Summary:

To create and maintain a classroom that supports the school's mission. Provide a safe, nurturing and cooperative learning environment where children discover their personal and academic strengths and also cultivate a sense of respect and responsibility. Create a sense of social awareness and a social bridge to the broader community. Provide an innovative curriculum that leads each child to educational success and instills self-esteem, confidence, and a positive attitude in every Spero student.

Duties and Responsibilities:

- Uses MN State Standards and MN Academic benchmarks to write appropriate lesson plans and adaptations.
- Integrates school-adopted curriculum into coherent lessons designed to maximize students' potential.
- Develops ability to use the Synergy Student Information System and Parent Portal.
- Demonstrates understanding of due process, including disability criteria for area of service, quality Evaluation Report (ER) writing, quality Individual Program Plan (IEP) writing.
- Facilitates IEP meetings, data collection and analysis.
- Leads and facilitates team meetings and collaboration in the classroom.
- Communicates effectively, appropriately, and timely with families and caregivers, providing relevant educational, due process, and school information.
- Provides training and feedback to staff assigned to work as part of the classroom team.
- Meets due process timelines.
- Evaluates students using appropriate evaluation tools.
- Understands and implements School-wide Discipline Policy and how it relates to special education students.
- Works with collaborating teachers to assure student grade-level, IEP, and individual needs are being met.
- Demonstrates familiarity with assistive technology.
- Creates and maintains student due process records within the school special education database

- Maintains and updates student Special Education Files.
- Aids in students transition into and from school as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Current Minnesota licensure in the area of assignment in Special Education (DCD/moderate to severe or ASD/moderate to severe)
- Excellent oral, written and spoken communication skills.
- Ability to interact well with internal staff, students and parents.
- Detail oriented and flexible
- Professional demeanor and appearance with a positive attitude.
- Excellent planning and organizational skills.
- Self-motivated, proactive and resourceful in the completion of work assignments.
- Sense of accountability and ownership for work results.
- Ability to work with limited supervision.
- Knowledge of the following computer applications: MacBook equipment.
- Ability to maintain status of “not disqualified” upon completion of criminal background and MN disciplinary incidence research.
- Ability to lift up to 50 pounds or move quickly to contain a student.

BIPOC, Veterans, LBGTQIA2S+, and People with Disabilities are encouraged to apply.

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so too, may the essential functions of this position.

*Send resume and district application to:
Human Resources, Attention Krystan Holzthum
hr@spero.academy
Spero Academy
2701 California Street NE, Minneapolis, MN 55418*

District application can be found at: <http://www.spero.academy/>

EOE/AA