



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

START DATE: 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
- 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
- Instill self-esteem, confidence and a positive attitude in every child

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 Early Childhood Education or Early Childhood Special Education
- 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.

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 his/her/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 Hozthum
Spero Academy
2701 California Street NE, Minneapolis, MN 55418*

hr@spero.academy

EOE/AA