



Grade K-8 Special Education Teacher - Job Description

Position Summary:

As a TCA Special Education Coordinator and Teacher, you will be responsible for the achievement and support of critical students. Special education teachers work with students who have a wide range of learning, cognitive, emotional, and physical disabilities. They provide the crucial bridge between home and school for our highest need students and their families. They partner with parents, general education teachers, and administrators to develop and implement individualized education plans to meet the needs of students with disabilities and ensure compliance with all federal, state and district SPED requirements.

Tulsa Classical Academy follows the BCSI Classical model using a content-rich curriculum based in classical liberal arts and sciences with a strong emphasis on civic education. All teachers will facilitate learning for TCA students in order to fulfill their potential for intellectual, emotional, physical, and social growth. The teacher enables and works with parents and students to develop competencies and skills to function successfully in society. They provide leadership, motivation, and rigorous education for all students.

Education/Certification:

- Must have a Bachelor's degree from an accredited four-Year College or University, preferably in the area of Special Education.
- Valid Oklahoma teaching certificate in the area of Special Education.
- Additional grade level or content area certification may be required for select positions.

Preferred Experience/Knowledge:

- Experience teaching in a classical schools, or experience teaching with classical traditional methods
- Understanding of and passion for classical charter education

Required Knowledge, Skills, Abilities (KSAs), and Dispositions:

- A passion for students, especially students with disabilities.
- A passion for classical charter education
- Ability to learn and implement classical teaching curricula and methods
- Ability to model virtue, teach virtue through the curriculum, and cultivate habits of virtue in students

- Ability and patience to work interactively with students, especially students with disabilities.
- Advanced knowledge of and compliance with federal and state special education law.
- Working knowledge of and compliance with individualized services for students with disabilities.
- Advanced knowledge of and compliance with the Admission, Review, and Dismissal (ARD) Committee process.
- Knowledge of the development and implementation of the Individual Education Plan (IEP) process.
- Knowledge of and compliance with Transition.
- Strong organizational, communication, and interpersonal skills.
- Strong computer skills to implement multiple and diverse programs.
- Excellent verbal and written communication skills.
- Learn and implement teaching curriculum software programs and instruct students on utilization.
- Communicate effectively with all levels of students with disabilities, parents, administrative staff, and state special ed agencies.
- Ability to effectively interpret policy, procedures, and student data such as diagnostic test results, state assessments scoring, transcripts, and grade point average.
- Ability to transition with district, campus, and/or department changes.
- Ability to communicate effectively with and receive guidance from supervisors
- Manage multiple priorities effectively.

Responsibilities and Duties:

- Work collaboratively with campus administration to ensure ongoing child find efforts, including but not limited to, review of general education records and requesting special education records according to specific timelines.
- Schedule and conduct Admission, Review, and Dismissal (ARD) meetings to ensure the appropriate placement and development of individual education plans for students with disabilities within specific timelines.
- Assist in acquiring contracted service providers as needed.
- Schedule Full and Individual Evaluations/Review of Existing Evaluation Data (REED) ensuring that all timeline requirements are met.
- Collaborate with general education teachers and administrators to provide special education accommodations and services to special needs learners.
- Ensure student individualized education programs (IEPs) are appropriately written and implemented.
- Ensure that student progress is evaluated on a regular basis, and that the findings are used to make special education services more effective.
- Update and send IEP Report Cards to parents at the same time that the general report cards are sent.
- Plan the necessary time, resources, and materials to support general education teachers in accomplishing educational goals of students receiving special education services.
- Ensure compliance with all state mandated assessments and alternative assessments, including their selection and administration.
- Assist the campus administrator with the Response to Intervention process.

- Develop and implement transition services for special education students as determined by the ARD.
- Serve as the campus resource person and trainer for all campus staff to support students with disabilities.
- Ensure that campus curriculum renewal is continuous and responsive to student needs.
- Seek assistance as needed from IDEA Coordination supervisor.
- Demonstrate support for the campus's student management policies and assist with behavior management strategies as they relate to students with disabilities.
- Establish and maintain open lines of communication by conducting conferences with parents, students, teachers, and administrators.
- Recommend sound policies to improve programs.
- Implement TCA's Special Education school board policies, procedures, and operational guidelines.
- Compile and maintain all reports, records, and other documents required by law.
- Perform special projects, during and after normal business hours, and other duties as assigned. NOTE: After normal business hours may include, but is not limited to, Saturday Mandatory State Tutorials.
- Participate in the TCA Classical Performance Evaluation

Equipment Used:

All equipment required to perform duties and tasks were previously described.

Physical / Environmental Factors:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. TCA considers applicants for all positions without regards to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. Being authorized to work in the U.S. is a precondition of employment. TCA is an Equal Opportunity Employer.

Job Type: Full-time

Pay: \$40,000.00 - \$43,000.00 per year

Schedule: Monday to Friday

Ability to commute/relocate: Tulsa, OK 74133: Reliably commute or planning to relocate before starting work (Required)

Experience: Teaching: 1 year (Preferred)

Work Location: One location