



**CORNERSTONE**

1611 Ames Avenue, St. Paul, MN 55106

651-774-5000 Phone

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## **Cornerstone Montessori Elementary School Job Description**

**Job Title:** Special Education Teacher  
**Reports To:** Head of School  
**Approved By:** Board of Directors

### **SUMMARY**

Plans and develops, under the guidance of Administration and within the committee structure, instructional materials, lessons, and other activities to support Cornerstone's goals and objectives in accordance with the mission statement. The Special Education Teacher is responsible for providing an educational atmosphere where students who qualify as special education fulfill their potential for intellectual, emotional, physical and psychological growth. The Teacher evaluates the needs and abilities of students and determines methods and techniques to best present and provide instruction to students within assigned subject areas. The Teacher ensures students show continuous improvement in learning basics and essential skills.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Design and deliver effective instruction specific to the Individualized Educational Program of students with special needs, specifically coordinating services and fulfilling all requirements of the IEP
- Communicate with families regarding students' school program, collaborating with general education staff as appropriate.
- Support students' development in all areas.
- Collaborate with general education teachers to plan curriculum and jointly support content learning.
- Collaborate with school staff and leadership concerning the development, implementation and evaluation of best practices and instructional strategies for children with IEPs to attain high academic achievement according to District and State Standards.
- Support special education paraprofessionals in their professional development.
- Adhere to state and federal guidelines on delivery of instruction and compliance, communicating effectively with students, colleagues, and parents.
- Participate in ongoing staff, team, and individual professional development.
- Participate in the Child Find process.
- Support staff and children in transition times, lunch, and recess as assigned.

Other duties may be assigned.

### **QUALIFICATIONS:**

- B.A. in Special Education or related field.
- Valid MN Teaching License in Special Education with MN Licensure in ABS.
- Prior successful experience in Montessori or charter schools preferred.
- Demonstrates continued professional development through course work, research, peer collaboration, and/or job-embedded staff development.

- Working knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective.

**SCHEDULE:**

The Special Education Teacher is expected to work 8:00-4:30 daily. These hours are to include preparation and child-contact time. A 30-minute unpaid lunch break is included. Additional events, meetings, and activities may be required outside the work day.

**SALARY:**

Salary range \$50,000-\$58,000, commensurate with experience.

**TO APPLY:**

Please send resume and cover letter to Alyssa Schwartz, Head of School,  
alyssaschwartz@cornerstone-elementary.org.