



Cornerstone Montessori Elementary School
Job Description

Job Title: Level 3 Special Education Teacher (FTE 1.0)

Reports To: Head of School

Approved By: Board of Directors

SUMMARY: The Special Education Teacher designs and provides specialized instruction to children with disabilities within a Level 3 setting. This valued member of our team also facilitates the Individualized Education Plan process to develop student programming in collaboration with related service providers, families, and community resources.

Job Summary:

- Develop and implement specialized programming to meet the physical, emotional and education levels of development for students with disabilities
- Confer with parents, administrators, related service providers and others to support the development of an IEP for the student
- Create learning materials to meet the needs and interests of each student
- Provide instruction to improve academic skills, perception, memory, language, cognition, social, emotional and behavioral development, and transition skills
- Support students to increase motivation, provide consistent reinforcement to skill acquisition, continuous assessment of level of academic and functional performance, and continuous feedback to student
- Implement a variety of intervention strategies including positive behavior interventions to enhance achievement and pro-social skills of learners with IEPs
- Work well with persons of different cultures, races, and socio-economic backgrounds
- Communicate and collaborate effectively with students, school staff, parents, and outside agencies regarding students' special education needs, utilizing these linkages to develop effective school program components
- Direct the work of paraprofessional staff
- Other job-related duties as assigned

The duties of this position may change from time to time. Cornerstone Montessori Elementary School reserves the right to add or delete duties and responsibilities at the discretion of the Head of School. This job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.

Education and Experience:

- A valid MN Special Education Teaching License
- AMI Montessori diploma preferred
- Previous experience teaching in a Montessori setting preferred

Knowledge, Skills, and Abilities:

- Interpersonal skills, including the ability to work well with others, be polite, helpful, courteous and compassionate
- Conflict resolution skills, team player and professional demeanor
- Classroom management skills
- Knowledge and understanding of child find and special education due process
- Ability to consistently and effectively design instructional activities for students, and to adjust teaching strategies to meet individual needs
- Ability to work with a wide variety of students in a calm, patient, understanding, creative, flexible, student-centered environment
- Skill in planning, organizing and writing IEPs and evaluations in a multi-disciplinary team within timeline constraints
- Ability to utilize instructional and assistive technologies
- Ability to communicate effectively both orally and in writing
- Ability to follow directives from supervisors
- Ability to maintain confidentiality of student information at all times
- Experience with restorative practices preferred

Non-discrimination Notice:

Cornerstone Montessori Elementary School does not discriminate in employment or in any of its programs and activities on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local human rights commission, disability, sexual orientation, age or genetic information.