

## POSITION DESCRIPTION

Job Title:	Special Education Teacher	Date:	May 2023
Department:	Moreau Options Program	Last update:	May 2023
Reports To:	Director, Moreau Options Program		
Status:	X Exempt          Non-Exempt	Classification:	11 Months
	X FT                  PT		

### POSITION SUMMARY:

Under the direction of the Director of the Moreau Options Program, the Special Education Teacher is responsible for teaching and supporting Holy Cross' students with intellectual and developmental disabilities. The Special Education Teacher is responsible for teaching or co-teaching, academic classes in the special education classroom setting and supporting students in the general education classroom. In addition, the Special Education Teacher is responsible for supporting the inclusion of the Moreau Options students into all aspects of the Holy Cross community, including co-curricular activities, extracurricular activities and traditions.

### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

### PRINCIPAL RESPONSIBILITIES:

- Steward the Holy Cross heritage and educational philosophy of the Sisters of the Holy Cross while maintaining an effective positive learning climate that supports the teachings of the Catholic Church
- Maintain and develop a school-wide philosophy of inclusion for serving students in the Moreau Options Program
- Maintain the classroom environment, including organizing materials and creating educational bulletin boards
- Teach six periods in an eight period cycle of small group instruction
- Plan and deliver instruction to individual students, and small groups of students, in academic, social, Communication, and independent living skills
- Manage an online grade book by organizing assignments and entering grades in a timely fashion
- Plan and supervise activities for Moreau Options students, and peers during Academic Resource Time
- Modify and scaffold materials and assignments from general education classes, and assist students in completing work that is done outside the general education classroom.
- Communicate with and advise general education teachers, providing strategies and problem solving for including students with disabilities in their classroom
- Provide direct support to Moreau Options students in their general education classes
- Proctor tests

- Provide facilitation, supervision, and problem-solving to Moreau Options students as they participate in all aspects of the Holy Cross community, including performing arts, extracurricular activities, campus ministry, and school traditions
- Provide support to students with disabilities during school events such as emergency drills, Mass, and assemblies
- Assist in the organizing and chaperoning of field trips, including overnight field trips such as school retreats
- Communicate with parents in writing, by telephone, and in person
- Attend the following school events (required): Back-to-School Night, Scheduled Individual parent/teacher conferences, Open House, Baccalaureate Mass and Graduation, Faculty/Staff Retreats, Staff development days
- Perform other related duties as needed

## JOB REQUIREMENTS:

### EDUCATION:

- Bachelor's degree
- Coursework in special education, or applicable experience

### EXPERIENCE:

- One year of relevant experience preferred

### SKILLS

- Ability to establish and maintain effective relationships with faculty, parents, and staff
- Ability to set clear boundaries with students while maintaining a positive relationship that fosters their development and independence.
- Excellent organizational skills
- Excellent written and oral communication skills
- Proficiency in Google Workspace , and the ability to learn and use new technologies, particularly assistive technologies
- Experience using iPad as an assistive technology for instruction.
- Ability to handle confidential information discreetly and professionally
- Uses discretion and exercises sound judgment.