

## **WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL**

### **POSITION: EXCEPTIONAL CHILDREN TEACHER**

#### **Description:**

Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational and equitable individualized learning journey. As an individual responsible for serving students in our Exceptional Children (EC) program, the EC Teacher is an integral member of our instructional team. The EC Teacher is responsible for providing services to students with disabilities to help them thrive at Willow Oak Montessori in accordance with federal and state laws, guidelines, rules, and regulations, and in keeping with the school's culture, mission, vision, and values. S/he will work in partnership with the Diverse Learning Community Team, school administration, faculty members, parents, and students to understand the needs of each student and develop strategies to meet those needs. S/he will be responsible for reviewing psychological reports, medical reports, and assessment results to help determine eligibility for services and an Individualized Education Program (IEP). In addition to consulting with and supporting the school's teachers, the EC Teacher will also collaborate with outside agencies to provide a full continuum of services to students as specified in students' IEPs. Excellent organizational skills and attention to details are critical to ensure accurate record-keeping.

**Classification:** Instructional

**Contract Type:** Full-time

**Contract Term:** 10 months

**Reports To:** Diverse Learning Community Coordinator

#### **Requirements:**

- Degree in special education from an accredited college or university
- 3-5 years of experience working with exceptional children as a teacher
- Holds or is eligible to hold a valid NC EC General Curriculum (K-12) license

#### **Preferred:**

- Montessori credential from a MACTE-accredited training program
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

#### **Knowledge, Skills, and Abilities:**

- Excellent interpersonal, oral, and written communication skills
- Understanding of and alignment with Willow Oak Montessori's educational philosophy, policies, and procedures
- Comfort with CECAS and office productivity applications, including Word and Excel
- Strong organizational skills and attention to details

- Knowledge of federal and state statutes and regulations regarding the provision of services to students with disabilities.
- Knowledge of EC record-keeping requirements

### **Responsibilities:**

#### *Delivery of EC Services*

- Participate in meetings to make decisions regarding the educational placement of students in the least restrictive environment possible and document decisions in an IEP.
- Develop and maintain accurate records for each identified student served in accordance with federal and state statutes and regulations.
- Provide special education services to identified students in accordance with each student's IEP.
- Monitor student progress and communicate progress with parents and teachers via written reports.
- Consult with the Diverse Learning Community Team, school administration, faculty members, parents, and students to understand student needs and develop interventions to equitably meet those needs.
- Assist classroom teachers in implementing agreed-upon interventions.
- Assist with the collection and analysis of data required for planning and reporting purposes.

#### *Parent Relations*

- Establish effective working relationships with all students and their families, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.
- Maintain regular communication with parents through email, progress reports, parent conferences, and phone calls.
- Respond to communications from parents within 24 business hours.
- Participate in the planning and delivery of parent education events as requested by the Head of School.

#### *Professionalism*

- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.
- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.
- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.