



Lead Special Education Teacher

Job Title: Lead Special Education Teacher

Reports To: Executive Director

Oak Hill Montessori Community School is seeking a Special Education Teacher to join our dedicated faculty. OHMCS is seeking someone with a passion for supporting the individual needs and experiences of all students, in and out of the classroom, and who possesses the skills and abilities necessary to implement our school's Mission.

Oak Hill Montessori Community School Mission: *"Preparing every student for tomorrow by nurturing the love of learning today."*

About Oak Hill Montessori Community School: A new charter school opening in the Fall of 2021, Oak Hill Montessori Community School (OHMCS) will offer authentic Montessori education to children 16 months to 8th Grade. OHMCS will proudly be a different point-of-view in education; driven by the motivation of students. We present challenging academics while valuing social skills as much as mathematical skills. Located in Shoreview, MN, OHMCS offers authentic Montessori education through the Junior High level.

Visit ohmcs.org for more information.

General Summary of Position: The Special Education Teacher designs and provides specialized instruction to students with disabilities. 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.

This is a full-time, salaried, exempt position, with typical on-site hours of 8:15 am - 4:15 pm, M-F, throughout the 10 month school year. Responsibilities will include but are not limited to the following:

- Develop and implement specialized programming to meet the physical, emotional and education levels of development for students with disabilities
- Plan and facilitate the Individualized Education Plan process
- Confer with parents, administrators, related service providers and others to development 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
- Adhere to due process timelines and complete special education paperwork in compliance with MDE standards
- Conduct special education evaluations as appropriate, including planning and summary reports
- Work with parents and service providers to develop skills in supporting the student related to disability
- Direct the work of paraprofessional staff
- Utilize observation, reflection and refinement of work to best support the student's independent activity through preparing developmentally appropriate and engaging activities
- Partner with students, teachers and parents to nurture and assess student development in all areas (social, emotional, cognitive, physical & moral) through in person check-ins, conferences and written reports
- Model integrity, curiosity, and respect
- Attend staff meetings and trainings, as required
- Help to craft and participate in parent education events

Qualifications:

- A valid MN Special Education Teaching License
- A background in Montessori learning or an interest in completing further training
- 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 make adjustments in 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 and a proven passion for working with urban youth and an unshakeable belief in their potential
- Experience with restorative practices preferred
- Thrive as a member of a deeply collaborative team and a dedicated whole school staff serving students who are 16 months - 14 years old
- Interest in experiential learning and flexibility to participate in educational travel

The duties of this position may change from time to time. Oak Hill Montessori Community School reserves the right to add or delete duties and responsibilities at the discretion of the school's executive director.

Physical Demands: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, climb steps, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds and occasionally may have to lift a student who could weigh over 100 pounds. The employee must be willing to be trained in and

use de-escalation/restraint techniques for managing crisis situations. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Salary & Benefits: Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position.

How to Apply: Persons interested in applying should send an email to admin@ohmcs.org with the following application materials attached:

- Cover Letter
- Resume
- Copy of Valid Teaching License
- Completed Application (downloaded from ohmcs.org)
- Unofficial Transcripts

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director.

Final appointment to this position will be contingent upon completion of a criminal background check.

Application Deadline: Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.

Oak Hill Montessori Community School (OHMCS) is an equal opportunity organization committed to diversity and equity. As such, OHMCS believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. OHMCS's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.