



JOB DESCRIPTION

Special Education Teacher

Employer	St. Ignatius of Loyola Catholic School
Reports To	Head of School
Terms	1 Year Contract
Position FTE	Full Time
Date Published	March, 2023

SUMMARY

St. Ignatius Catholic School strives to employ a Special Education Teacher whose response to God's invitation is to teach in a Catholic educational setting. Our teaching staff strives to assist parents in the formation of children through a classical education deeply rooted in the Catholic faith while developing the intellect of each student to the utmost of his/her ability. The Special Education teacher oversees special education services and service providers for all identified students and ensures that students have access to the network's core curriculum, skillfully applying the principles of a Catholic classical education.

Our staff are expected to serve God and one another as we live and proclaim the faith of our rich Catholic heritage while demonstrating loyalty to the school and its mission. The candidate must be willing to pledge an Oath of Fidelity to the Magisterium of the Catholic Church, and serve as a loving and joyful role model of all that is good, true, and beautiful within the St. Ignatius community. All faculty are expected to model behavior consistent with the St. Ignatius Catholic School mission, vision, and core values.

PRIMARY RESPONSIBILITIES

Discipleship Formation of Our Student Body

St. Ignatius Catholic School teachers train students to be intentional disciples of Jesus Christ.

- Encourage prayer with students including both traditional and spontaneous prayer
- Teach and foster growth in virtue
- Model the joy of living out the Good News of the Gospel and the teachings of the Church
- Utilize spiritual and professional maturity to create a/an
 - Welcoming and orderly environment where clear behavioral expectations are instilled, thus affording the opportunity for students to feel safe and comfortable
 - Joyful, peaceful, and faith-filled environment where all can learn and grow
 - Atmosphere where stewardship of instructional and other materials are handled with care
 - Space where students are nurtured, disciplined, and cared for as children of God, recognizing the value and dignity of each individual



General Responsibilities

- Manage essential student resources essential to increasing achievement while ensuring they adhere to the school's curriculum and represent an age-appropriate sequential progression/scope and sequence
- Implement a minimally restrictive environment for serving the special needs students on your caseload
- Prepare student education plans in consultation with parents and IEP team members
- Assist special education coordinator with Special Needs Scholarship Agreements for students on their caseload
- Serve as the coordinator of IEP implementation with general education staff
- Design instruction, both individual and small group, which parallels the general education curriculum along with adapting classroom lessons and projects, and teach various subjects, such as reading, phonics, writing, math, along with executive functioning skills to students with disabilities
- Monitor student progress; Participate in review and revision of student IEPs, as appropriate
- Utilize effective practices for community building, including traditions that build a safe, inclusive, and respectful environment for students
- Utilize authentic formative and summative assessments to gauge learning, guide instruction, and provide timely feedback to students
- Prepare and help students with transitions (advancing to a new grade, relocating, etc.)
- Assist in the completion of Special Needs Scholarship Program paperwork
- Collaborate with teachers who are administering student readiness assessments
- Submit student records for permanent files as outlined in the Staff Procedural Manual

Professional & Spiritual Formation Responsibilities

The Special Education teacher is required to report to school as indicated on his/her contract. Faculty are expected to participate in professional and spiritual formation with a positive attitude. Attendance and/or participation at the following is required:

- Back-to-school orientation days including special events during that time period
- Faculty and cohort meetings
- Professional development days as outlined on the external and internal school calendars
- Annual staff retreat
- Required Religious Certification according to the Diocese of Green Bay
- Other dates/events as instructed by Administration

Note: Attendance at school functions such as open houses, parent-teacher conferences and other days as assigned by Administration is required.

PROFESSIONAL EXPECTATIONS

- Strong written, verbal, and interpersonal communication skills
- Excellent organizational capabilities
- Ongoing pursuit of personal learning opportunities in related fields, especially in Classical pedagogy, sharing with and being a resource for colleagues when applicable



- Regular communications with parents/guardians
- Thorough preparations for parent/teacher conferences
- Cooperation with teacher performance evaluation practices
- Active participation in committees as assigned by Administration
- Faculty members participate in the life of the school and are expected to be at major school events including concerts, plays, Catholic Schools Week, major fundraisers, etc,

QUALIFICATIONS

- Bachelor's degree in special education
- Certified teaching license for appropriate grade/s
- Teaching experience in a Catholic school is preferred, particularly training in classical education, though training may be provided for a suitable applicant
- Familiarity with Google Suite
- Prior to hire, must complete requirements from the Diocese of Green Bay Office of Safe Environment including VIRTUS training and background check

PHYSICAL REQUIREMENTS

- Work is typically performed in an inside, temperature-controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, and the like
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed

MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives, and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)

This is not intended to be a complete delineation of all the possible responsibilities. Rather, it is a general description of the basic expectations; other duties may be assigned.

Employee Signature _____ **Date** _____