



SPECIAL EDUCATION JOB DESCRIPTION

Concord Academy Petoskey is a small, rural public school academy in Petoskey, Michigan. CAP offers a comprehensive Developmental Kindergarten through 12th grade curriculum, including regular and special education. Concord's mission is to provide an inspiring and challenging educational environment conducive to the development of critical and creative thinking through the integration of the arts with mathematics, technology, and the sciences (STEAM).

Qualifications:

- Bachelor's degree or higher
- Valid Michigan teaching certificate
- Endorsement in at least one area of Special Education

Responsibilities:

Accountability

- Develop compliant Individualized Education Plans (IEP) that promote measurable student growth
- Implement IEPs, assess students' performance, and track individual student progress
- Update IEPs throughout the school year to reflect students' progress and goals
- Assess students' skills to determine their individual needs to develop IEPs and lessons
- Develop and analyze effectiveness of positive behavior intervention and support plans representative of the student's communication, social skill, and sensory needs
- Ensure accommodations and supports are in place for state and district assessments
- Supervise state and district assessments as indicated per IEPs
- Use formative assessment data to adjust and modify instruction
- Analyze progress reports to determine instructional effectiveness

Communication

- Effectively communicate student progress, in oral and written formats, with school, parent, and agency partners
- Responsible for ensuring communication with staff, parent, and agency partners regarding meetings

Curriculum

- Plan, organize, and assign activities that support growth towards student's IEP
- Deliver instruction based upon differentiated curricular needs
- Teach and mentor students as a class, in small groups, and one-on-one settings

Personnel

- Supervise and mentor paraprofessionals who work within the classroom to support students with disabilities

Philosophy

- Follow/support The Concord Creed as the core of the school culture and discipline plan
- Help provide a safe, learning environment

Scheduling

- Develop and manage the creation and implementation of the service schedule for students with IEPs
- Participate in meetings, workshops, and seminars to convey and/or gather information required of the position

Other responsibilities as assigned at the direction of the Administrator.

Benefits:

- Health Insurance
- Dental & Vision
- Simple IRA

Application Deadline: Open until filled

Direct inquiries, cover letters, and resumes to Kali McNamara at kmcnamara@concordpetoskey.com.

DISCRIMINATION INFORMATION: Concord Academy Petoskey is an equal-opportunity employer. It does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability which is unrelated to the individual's ability to do the essential functions and duties of the job or without accommodation. Under state law, a person with a disability condition may not allege a failure to accommodate a disabling condition unless the employer knew or reasonably should have known that an accommodation was needed.