



UNITY
CHRISTIAN
ACADEMY

JOB DESCRIPTION

The mission of Unity Christian Academy is to empower a diverse community united by Christ to achieve excellence in education for the flourishing of all creation.

TITLE: Special Education Teacher/Coordinator

REPORTS DIRECTLY TO: Head of Academics

EVALUATION: Performance on the job will be evaluated by the Head of Academics based on this job description.

JOB SUMMARY: The Special Education Teacher/Coordinator will be responsible for facilitating a school culture and developing programs to ensure that all UCA students have the opportunity to be academically successful. The SPED Teacher/Coordinator will take a lead role on the Student Support Team to ensure that UCA has the necessary academic supports in place. Above all, it is the job of the PED Teacher/Coordinator to make sure that the UCA community recognizes and celebrates the contributions of all students. All of our students are God's children and we recognize that all of them are intelligent and gifted in their own ways.

ESSENTIAL QUALIFICATIONS:

1. Embrace the Gospel of Jesus Christ.
2. Understand, articulate, and lead from a biblical perspective.
3. Demonstrate and live a deep understanding of biblically-based education.
4. Demonstrate a love of learning and serving others.
5. Demonstrate skills in collaboration, research, and innovation.

6. Work and communicate effectively with students, parents, school supporters, faculty, and staff.
7. Be a self-starter, organized and exhibit follow-through on tasks and goals.
8. Understand, support, and fulfill the mission of Unity Christian Academy and all of its policies and procedures.
9. Demonstrate strong interpersonal, verbal, and writing communication skills.
10. Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
11. Exhibit knowledge and experience in best practices for academic support.
12. Bachelor's Degree in special education or related field.

DESIRABLE CHARACTERISTICS:

1. 3 years of classroom experience or case managing in education—preferred.

CORE TASKS

1. Articulate a vision of belonging and intentionally support all staff to create a community in which each student experiences full membership in the school setting.
2. Coordinate the implementation of student support services.
 - Establish a school wide referral process and lead the Student Support Team.
 - Meet regularly as needed with the Student Support Team to discuss student progress and to make decisions about support.
 - Manage the MTSS benchmarking and progress monitoring protocol.
 - Coordinate the work of paraeducators in pull-out and push-in learning environments.
 - Supervise training of paraprofessionals.
3. Create and manage student documentation and communicate to all relevant parties.
 - Create student learning profiles, 504 Plans, and ISPs through the evaluation of skills, analysis of neurodevelopmental and social and emotional learning patterns, and understanding of specific disabilities, updating them annually and as needed. Collaborate with the School Social Worker and/or Dean of Students when appropriate.
 - Facilitate the educational evaluation process for newly referred and re-evaluated students.
 - Communicate and collaborate with parents and students regarding student plans and progress.
 - Maintain records of student support, including student goals and progress.

- Plan and participate in parent meetings during scheduled school conferences and as needed.
 - Communicate academic trends to the Head of Academics and teachers through weekly reporting.
4. Design and provide instruction appropriate to the neurodevelopmental and academic needs of students who have disabilities (including executive functioning, math, and reading support).
 - Teach students about their own learning profiles (504 Plans and Individualized Service Plans) and empower them to use and advocate for strategies that work well for them in the school setting.
 - Provide students with direct instruction for academic lagging skills according to student goals.
 - Coordinate and/or provide necessary academic services to Tier 2 and Tier 3 students (Office Hours, peer tutoring program, etc.)
 5. Collaborate with classroom teachers concerning students who are not flourishing in the learning environment.
 - Co-teach classes with general education teachers and gradually release responsibilities to paraprofessional and/or teacher.
 - Promote understanding and use of student specific accommodations.
 - Collaborate with the Head of Academics to design and execute professional development opportunities for educators who will be implementing accommodations in the classroom.
 6. Partner with All Belong to ensure that UCA is using best practices for student support.
 7. Serve as the academic liaison for all Title I relationships. Work with all public school partners to obtain services and access to screenings.
 8. Collaborate with the Head of Academics and other administration and staff to define the Special Education program at UCA.
 9. Other expectations
 - Develop a plan to maintain and advance professional skills and dispositions.
 - Be included in all aspects of school life—meeting the expectations set for all staff members.
 - Maintain a valid state level teacher certification in Special Education.