



Special Education Instructor

Date Posted: TBD

Department: Academics

Location: Washington, DC

Employment Type: Part-Time

FLSA Exemption Status: Exempt

JOB DESCRIPTION

The Special Education Instructor focuses on preparing lessons and modify, adapt instructional material needed for the delivery of specialized instruction for students with disabilities. The SEI will collaborate with general education teachers and the Special Education Coordinator to ensure compliance for all students with or without special needs. This position is scheduled to work for 25 hours per week.

Duties and Responsibilities:

40% Instruction

- Leads innovative and Common Core State Standards (CCSS) based lessons aligned to the lessons planned by the instructor .
- Collaborates with general education instructors to update Personalized Learning Plans every two to three weeks.
- Co-plans and co-teaches lessons with general education instructors aligned to Individualized Education Plan (IEP) goals.
- Maintains classroom environment based on principles of positive youth development.
- Differentiate instruction for all students and ensures compliance for ELL and SPED students.
- Analyzes and uses data to plan lessons in collaboration with general education instructors to strengthen student achievement.
- Utilizes technology on a regular and consistent basis.
- Implements and ensures that students receive accommodations for classwork and tests as stated in student's IEPs.
- Adapts and/or modify lessons to meet students specific needs.

30% Planning, Preparation, and collaboration

- Reviews all Individualized Educational Plans (IEPs) and becomes familiar with academic and related service goals.
- Submits lesson plans, class overviews, and syllabi for each session.
- Attends professional development activities as directed.
- Collaborates with general education teachers to monitor and assess student progress towards IEP goals.



- Co-plans with teachers on a weekly basis to ensure the implementation of accommodations and modifications as stated in IEPs.
- Analyzes and uses data in collaboration with teachers to develop appropriate academic IEP Goals.

30% Administrative Duties

- Follows directives of Special Education Coordinator to maintain compliance with all SPED rules and regulations.
- Communicates necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Documents contact and other relevant information in Special Education Data System (SEDS).
- Communicates with families of students as needed.
- Reports any concerns to the Director of Academics and/or Special Education Coordinator.
- Attends meetings pertaining to IEPs, Multi Disciplinary (MDTs), transitions, and other special education related meetings.
- Makes daily calls to students/parents to inquire about absences or tardiness and documents all contacts in SEDS.
- Other duties as assigned

JOB SPECIFICATIONS

Knowledge, Abilities, Skills, & Other Characteristics (KASOCs):

- Ability to lead classes and meetings
- Ability to multi-task, be self motivated and take initiative
- Ability to share credit and take responsibility for actions
- Computer literate and knowledge of instructional technology including experience with.
- Microsoft Office Suite (Excel, Word, Powerpoint) and Google Suite
- Smartboards and digital projectors for instruction.
- Classroom management systems (CMS).
- Digital platforms to enhance student learning experiences
- Special Education Data System (SEDS).
- Superior attention to detail.
- Excellent organizational, planning, and time management skills.
- Strong commitment to tenets of positive youth development
- Outstanding interpersonal skills.
- Flexibility to occasionally work a non-standard schedule including nights, weekends, and other hours as needed



- Familiarity with Common Core Career and College Readiness Standards
- Understanding of federal and local Special Education law (IDEA, Section 504)
- Knowledge of social media and its impact on education
- Experience with personalized learning preferred
- Spanish fluency preferred

Education and Experience Requirements:

- Masters Degree in Special Education preferred. Bachelors will be considered with 5 years of experience.
- Experience working with Special Education students.
- Experience with opportunity youth.
- At least two years experience working in education.

APPLICATION - Please send your resume and cover letter to HR@laycca.org

Job Posting on Indeed.com