

UNIVERSITY PREP

Position: STUDENT ADVANCEMENT TEACHER



Position Summary: Student Advancement Teachers are entrusted with advancing the mission of the school for not only Special Education scholars, but for all scholars at University Prep. The primary focus of this position is to implement our school's Response to Intervention (RtI) model, ensuring targeted interventions and supports are effective in meeting the needs of Special Education scholars and others with academic challenges. Student Advancement Teachers are held accountable by the Head of School, Director of Curriculum & Instruction and Dean of Student Advancement in regards to the growth and overall achievement levels of the scholars they work with.

Suggested Qualifications

- Strong commitment to, belief in, and alignment with mission and vision of school.
- Minimum of a Bachelor's degree.
- Highly qualified as defined by NCLB (Special Education licensure).
- Minimum of one year working in urban education with a history of significant gains in student performance and/or growth.
- Excellent verbal and written skills.
- Experience in writing excellent Individualized Educational Plans (IEPs) and communicating the contents in an accessible way to multiple audiences.
- Experience compiling and managing special education reporting data.
- Experience or familiarity analyzing data and using data to inform decisions and/or instruction.
- Strong organizational skills.
- Openness to feedback, desire to continue development as professional, and willingness to take responsibility for student outcomes and achievement.
- Bilingual preferred (English/Spanish).

Responsibilities

- Embody mission and vision of school.
- Work with the Dean of Student Advancement to implement interventions and ensure their effectiveness.
- Draft and revise IEPs as necessary to ensure that needs of special education scholars are being met.
- Maintain detailed, meticulous scholar IEP and 504 records according to state and federal guidelines.
- Provide daily tutoring to Special Education and other scholars in individual and small group settings.
- Teach & enforce school-wide systems, rules & consequences, disciplinary codes, and rewards at all times.
- Provide engaging, motivating, and rigorous instruction in whole class, small group and individual settings with specific outcomes articulated and assessed.
- Analyze student achievement data in collaboration with the Dean of Student Advancement to determine the effectiveness of all targeted interventions and supports for Special Education scholars.
- Communicate regularly and proactively with scholars and families.
- Support classroom and literacy teachers in drafting scholar report cards and revise as required.
- Collaborate with other staff members and actively participate in all professional development and learning opportunities.
- Continuously use feedback to make productive changes in instructional practices and overall performance.
- Complete all administrative requirements before given deadlines.
- Participate in additional activities including field trips, intensive academic support sessions, and other required programs as needed throughout year.

Compensation: We offer a competitive compensation package, including a salary above the district scale and comprehensive health benefits.

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