



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Title	SPED Teacher/SAT & MTSS Coordinator	Classified	10 months
Employment Status	Full-time		
Department	Faculty		
Reports to:	Director of Student Support Services; Principal		

Works closely with	Administrative Team, Leadership Team, Faculty, Staff
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Qualifications

- Master's degree required
- State teaching certification and special education endorsement
- A minimum of five (5) years of working in exceptional student education and/or student services programs
- Knowledge of special education laws, regulations, and best practices
- Strong interpersonal and communication skills for collaborating with students, teachers, families, and administrators
- Organizational and time-management skills to effectively manage caseloads and documentation, while maintaining a positive attitude providing exemplary customer service
- Assessment and data analysis skills to assess student progress and intervention effectiveness
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Essential Functions

- Manage, Support, and Provide Modified Instruction:
 - Collaborate with teachers and other school staff to provide specialized instruction and support to pre-identified students with special education needs
 - Develop and implement individualized education plans (IEPs)
 - Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP
 - Creates a positive learning experience with emphasis in individualized instruction using appropriate assistive technology and other sources
 - Monitor student progress and adapt instructional strategies as needed to ensure academic growth
 - Offer guidance and resources to teachers and families to enhance their ability to support students with special needs

- Initiate, own, and implement the Student Assistance Team (SAT) & MTSS Process:
 - Identify and recommend students for the SAT/MTSS/504 processes when necessary
 - Coordinate SAT/MTSS/504 meetings (schedule meetings, create agendas, maintain notes and database for team decision making)
 - Distribute, administer and score diagnostic screenings and tests
 - Take ownership of the SAT/MTSS processes, ensuring that all required documentation, meetings, and accommodations are in place
 - Serves as primary contact for the parent
 - Organize and conduct SAT/MTSS meetings to collaborate with teachers, support staff, and parents to develop appropriate interventions and strategies for students experiencing academic/behavior challenges
 - Track the effectiveness of interventions and make data-driven decisions to improve student outcomes
 - Provide ongoing follow-up and communication with students, teachers, and families regarding the progress of students in the intervention process
 - Assist the director of student support services in evaluating the program's compliance with state and federal special education regulations and guidelines
 - Participate in the development of policies and procedures to maintain compliance and enhance the quality of special education services
 - Complies with School Board policies and all state/federal rules and regulations
 - Complete all district and state reporting requirements
- **Other Duties**
 - Maintain confidentiality regarding information and education records
 - Perform related duties as assigned by supervisor
 - Maintain compliance with all school policies and procedures
 - Perform other duties as required