



## ***Albert Einstein Academy of Ohio***

Tuition Free, Public Community Schools K-12

Lakewood, North Olmsted, and Strongsville

440-471-4982 / 440-617-6809 fax

[www.aeaohio.org](http://www.aeaohio.org)

*Kristen Thomas, M.S.  
Superintendent of Schools*

### **Job Description**

**Albert Einstein Academy of Ohio, Inc.**

**Special Education Teacher**

Board adopted September 2017

Revised/re-adopted February 2018

Revised/re-adopted September 2019

**Job Title: SPECIAL EDUCATION TEACHER JOB SUMMARY:** Under the direction of the Building Principal and Director of Special Education, the Licensed Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities; Evaluates and assesses student progress against instructional objectives; follows State mandated due process procedures and functions as IEP Manager to assigned students. Essential functions of the job may include but are not limited to the following:

### **Performance responsibility:**

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
- Develops and implements annual Individualized Educational Program (IEP) plans for students to include present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Schedules team meetings and works cooperatively with team members and others in developing instructional goals and strategies.
- Coordinates the delivery of special education services in each student's IEP.
- Creates a positive learning experience with emphasis in individualized instruction using appropriate sources
- Serves as primary contact for the parent.
- Complies with School Board policies and all state/federal rules and regulations.
- Completes all district and state reporting requirements.

### **Education and experience:**

- Bachelor's Degree
- Current valid Ohio teaching license
- Knowledge of State Standards and Extended Standards
- Successful completion of a background check
- Ability to work well under pressure as well as effectively prioritize and execute tasks to meet deadlines consistently.
- Understanding and ability to manage confidential information
- Exemplary written and verbal communication skills
- High ethical standards with personal integrity with the ability to convey a positive public image.
- Cultural sensitivity and responsiveness.
- Ability to work on accomplishing multiple goals simultaneously.
- Strong interpersonal and communication skills.

- Effective communicator (oral, written, using communication tools such as texting, email).

**Essential Job Functions:**

- Must be able to travel between district facilities when scheduled to do so
- Must be able to lift 25lbs.
- Must be able to function in a typical school setting.
- Mobility within the school including movement from floor to floor.
- Travel via car may be required to perform this job.
- Must be able to work more than 40 hours per week when school or district needs warrant
- Must be able to access information using a computer.
- Effectively communicate, both up and down the management chain.
- Effectively cope with stressful situations
- Strong mental acuity
- Regular, dependable attendance and punctuality are essential functions of this job.
- Other essential functions and marginal job functions are subject to modification.

**Equal employment opportunity:**

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition, genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**