



CIRCLE CITY PREPARATORY SCHOOL SPECIAL EDUCATOR

Start Date: July 17, 2024

Status: Full-Time, Exempt

Job Category: Special Education

Salary: \$50,000-\$65,000

Benefits: 403b, Dental, Life, Medical, Vision

Overview:

The **Special Educator** will work closely with teachers and administration to build, maintain, and oversee a positive, supportive school intervention and special education program. The Special Educator will be laser focused on ensuring all Scholars are reaching their individualized goals and significantly progressing to college and career readiness.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. **Circle City Prep** is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As a **Special Educator**, you will:

- Create and execute engaging lessons that support all special needs Scholars such that they consistently meet and exceed their IEP goals.
- Coordinate with teachers and other special education team members in serving students with special needs.
- Execute Title I, MTSS, and IEP supports, from modifications to accommodations, from push-in to pull-out interventions.
- Lead move-in conference, annual IEP meetings, and evaluation conferences.
- Complete and send home quarterly progress monitoring documentation.
- Build strong relationships with parents, students and colleagues, driving investment in school culture and academics through consistent, clear communication.
- Implement interventions for students in order to increase learning time and lead to mastery of grade-level content.

Additional duties:

- Lead a safe, joyful lunch/recess.
- Provide coverage in classrooms as needed (part or full days).
- Participate in regular practice-based professional development and real-time coaching.
- Participate in annual two-week Summer Experience (all staff) and three-days of New Hire Onboarding (new staff only).
- Attend and participate in events outside of normal school hours (ex. family nights, student performances, field trips, family conferences, Back-to-School Nights, etc.).
- Provide appropriate supervision of students during class, breaks, meals, enrichment, arrival/dismissal, and transitions to maintain an optimal work environment and to ensure students' safety and well-being.
- Commit to teach an extended daily schedule: 7:10am – 4:15pm
- Other duties as assigned.

Requirements:

As a **Special Educator**, you must:

- Bachelor's degree is required; Master's degree is preferred.
- Minimum of one-year special education teaching experience in an urban public school, preferred
- Be a person who meets challenges with optimism and a solutions-oriented mindset.
- Valid Indiana State certification or proof of reciprocal licensure in a different state is required. Applicants in Indiana State-approved alternative certification programs must provide proof of enrollment.
- Pass a criminal background check, as required by law.

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.



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