

# Avondale Meadows Academy Special Education Teacher

## **Avondale Meadows Academy**

An elementary school located in one of Indianapolis's most underserved communities, Avondale Meadows Academy (AMA) is a tuition-free, K-5 public charter school currently in its twelfth year of operation. We are a diverse collection of families, educators and volunteers committed to equipping our students with the strongest possible preparation for success in Indianapolis's most demanding, college-preparatory middle and high schools.

AMA employs a rigorous and engaging curriculum aligned to state standards as well as the *Core Knowledge* scope and sequence of learning topics. Our teachers use a wide breadth of effective instructional strategies, innovative tools and technology and a variety of services to challenge and support students to meet ambitious academic goals. We find creative, engaging ways to involve parents in our work helping students build not only their academic skills but also habits of curiosity, kindness, focus and persistence essential to college and life success.

We benefit greatly from the collective knowledge and resources of a broad array of local leaders committed to "making magic in the Meadows," the neighborhood we are working to transform through the power of great schools.

## **The Position**

The ideal candidate for this position will possess the following:

### Education/Certification:

- Bachelor's Degree from an accredited four-year educational institution;
- Valid Indiana Special Education license
- Master's Degree in subject area is preferred but not required.

### Experience/Skills:

1. Excellent communication, organizational, public relations, and interpersonal skills
2. Ability to:
  - Evaluate problems and implement effective and creative solutions;
  - Gather data, compile information, and prepare reports;
  - Analyze, develop, establish, and maintain efficient classroom flow;
  - Maintain emotional control under stress;
  - Manage simultaneous demands from a variety of sources;
  - Exercise excellent judgment in decision-making;
3. Knowledge of the laws, rules, procedures, and programs specifically related to teaching in Indiana public schools.

## **Job Requirements**

As Special Education Teacher you will:

1. Hold all scholars to high standards, as well as modeling these standards themselves.
2. Track scholar data, monitor progress, and adjust instruction to ensure all scholars are receiving the most appropriate and rigorous education possible.
3. Communicate scholars' academic and behavioral progress to families regularly and log communication
4. Execute the key aspects of balanced literacy within the classroom; and infuse college preparation and literacy into daily lessons within their specific subject, whether that is through reading, writing, or discussion.

5. Implement effective instructional strategies learned in professional development within lessons
6. Attend, be prepared for, and participate in weekly grade level planning meetings
7. Prepare for and participate in RTI meetings when scheduled
8. Continuously work toward improving their instructional skills according to the TAP instructional rubric
9. Attend, be prepared for, and participate in weekly cluster group meetings (weekly professional development by grade level)
10. Collaborate in the classroom with Master and Mentor Teachers to continue instructional and professional development
11. Participate in TAP's instructionally focused accountability system, being evaluated 4 times each year
12. Develop expertise through creating and maintaining an Individual Growth Plan (IGP), with help from Master/Mentor Teachers
13. Provide direct services to the student, including:
  - a. Meeting students' required service minutes each week
  - b. Maximizing time with pull-out groups
14. Develop measurable goals, benchmarks, and objectives to meet the child's needs
15. Adjust goals of individual students based on data and progress through a Case Conference
16. Regularly monitor the implementation of the student's IEP
  - a. If a change is needed in the child's IEP:
    - i. the Special Education Teacher is responsible for scheduling a case conference
    - ii. facilitate the Case Conference
    - iii. update goals, behavior plans, and present levels in IEP, then send to Special Education Director for finalization
17. Provide progress reports to the students' parents with each quarterly report card
18. Ensure the IEP is accessible to all pertinent staff
19. Inform each teacher and provider of his or her specific responsibilities related to implementing the student's IEP
20. Support and contribute to the initial evaluation or re-evaluation process by:
  - a. Collecting assessment data (BAS level, math diagnostics, etc.) and reporting it to the Special Education Director
  - b. Meeting with the classroom teacher and collect academic and behavioral data from the teacher
  - c. Attending and facilitating the Case Conference
  - d. Complete the child's IEP by providing goals and behavior plans as needed, then send to Director for finalization

If Interested

Please send resume, cover letter, and copy of license to [careers@avondalemeadowsacademy.org](mailto:careers@avondalemeadowsacademy.org).