

New Heights

JOB TITLE:

Teacher/Coordinator: Special Education

REPORTS TO:

Chief Academic Officer/Campus Director

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$57,000.00/year; 10-month position

COMPANY:

Established in 2023, New Heights is an authorized public high school for people 18-50 that has been created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The primary role of the Special Education Teacher/Coordinator is to enhance the educational opportunities for students receiving Special Education, English as a Second Language and Section 504 services while ensuring compliance with all state and federal mandates. This position will maintain and support student centered Special Programs to meet the needs of all students. Support will be provided with an emphasis on reading and writing skills along with a student-centered approach, tailoring the instructional and support strategies to the individual students' needs. Strategies may include but are not limited to direct instruction, one-on-one instruction, small group learning and blended learning. This position is responsible for planning, organizing, and presenting tailored educational opportunities and contributing to the educational, social, and physical development of students to enhance their self-worth and equip them with the basic knowledge, skills, and abilities needed to function in society. Teachers will incorporate relevancy, students' experiences, and career pathways into their lessons. They will be collaborators with their students and will develop a competency-based feedback and evaluative process. Considerable judgment, tact, patience, sensitivity, and flexibility are required to interact with students from varied socioeconomic backgrounds and learning styles. The Special Education Teacher/Coordinator will work with teaching staff, Curriculum and Instruction Coach and the Chief Academic Officer in meeting the New Heights educational objectives, adhering to the Texas Essential Knowledge and Skills (TEKS) standards, and meeting all state and federal requirements regarding Special Education services. This position will collaborate with the Chief Academic Officer to ensure alignment with campus needs and remains aligned with the New Heights Board, Superintendent, and District priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide instruction to students through a variety of methods to meet needs and comply with Individualized Education Programs, LPAC recommendations, Section 504 plans, and RtI/MTSS supports.
- Create and maintain relationships with students receiving services through special programs.
- Identify students who may be English learners and oversee administration of identification assessments.

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- Work with staff to ensure curriculum is responsive to student needs and provides instructional resources and material to support teaching staff in accomplishing instructional goals.
- Collaborate with ARD, LPAC, Section 504 and RtI/MTSS committees to gather data, recommend services, facilitate provision, and monitor student progress.
- Provide required schedule of services to students receiving special education services.
- Lead Admission, Review and Dismissal (ARD) Committee meetings, maintaining compliance with state and federal special education regulations.
- Assist the Chief Academic Officer with the coordination of contract staff for evaluation and related services.
- Collaborate with student, staff and local agencies for transition planning.
- Communicates and promotes high expectations for student and staff performance in a supportive way and aligned with the New Heights mission and goals.
- Plan, lead, and attend staff development activities to improve performance of diverse learners and provide training and resources to other New Heights teaching staff.
- Be involved in the collection, analysis and interpretation of student performance data and the development of campus goals and instructional programs.
- Lead the annual program review.
- Establish and maintain communication with stakeholders (students, parents, colleagues, and community members).
- Focus on student learning by thinking critically and strategically to respond to specific student learning needs across ability levels.
- Participate in collaborative curriculum development, grade/ability-level activities, and school-wide functions aimed at improving student retention, productivity, school culture, and new student orientation.
- Attend all team and professional development meetings.
- Plan, prepare, encourage and deliver effective academic instruction that is explicit, engaging, differentiated, and aligned for diverse student needs, including appropriate student accommodations, and blended learning experiences.
- Plan, prepare, encourage and deliver clear, organized lessons, activities, interventions, and extensions, that are aligned to objectives and success criteria, as well as state standards. Demonstrate high academic expectations for all students.
- Create a climate and culture where students feel safe, free to take risks, accepted and included. Offer diverse learning opportunities that encourage student contributions and collaboration, and a growth mindset.
- Embed opportunities for student critical-thinking, communication, collaboration, and creativity, as well as use of technology and digital media, into all lesson and unit plans.
- Provide education and coaching for students around goal-setting and development of non-cognitive skills such as perseverance, courage, and more.
- Celebrate student success at least weekly.
- Maintain open and consistent communication with students about their academic progress, health success and needs, parenting success and needs, individual graduation plans, and college planning.
- Assess individual student progress and learning needs to build and shape instruction around student needs.
- Implement a clear and consistent classroom management system while developing students' character and sense of community at New Heights.
- Approach all prospective students with respect of the varying levels of educational attainment and the previous education experiences they have experienced.
- Promote curriculum inclusive of grade/ability-level activities and school-wide functions aimed at improving student retention and school culture.
- Attend and participate in all staff, team, and professional development meetings and activities.

OTHER DUTIES AND RESPONSIBILITIES:

- Collaborate with teachers to integrate technology into traditional content areas throughout the school curriculum.

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- Foster a spirit of collegiality with all teams throughout New Heights.
- Assist with outreach efforts and community integration events throughout the school year.
- Practice the effective and quick resolution of conflicts among team members.
- Promote positive and effective communication and collaboration.
- Comply with policies established by federal and state law, including, but not limited to, State Board of Education and New Heights Board policy.
- Perform other duties as assigned to support the success of New Heights.

SUPERVISORY RESPONSIBILITY:

This position does not hold any supervisory responsibilities.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Education, Adult Education or other related area of study.
- Current Texas Special Education Teaching Certification.
- Proven record of results illustrating the teacher's ability to increase student achievement utilizing subject-specific instructional strategies.
- Experience working with students with disabilities, learning differences, and mental health challenges.
- Must have a broad knowledge of the principles and practices of current educational trends in Special Education support services, curriculum and instruction and second language acquisition.
- Working knowledge of computer programs and accessing the Ascender Student Information System, Google Applications, Excel, Microsoft Word, and various internet browsers.
- Be self-motivated and adaptable to shifting priorities while maintaining a positive learning environment for students.
- Strong sense of professionalism, administrative ability, systemic understanding of developing adult relationships, building trust while utilizing socioemotional approaches, and effective communication/interpersonal skills with adults seeking a return to the educational environment.
- Superior leadership, supervisory, organizational, verbal and written communication skills, and the ability to remain calm when handling multiple tasks effectively.
- Experience working with adults age 18-50 in urban, non-traditional, and/or adult education setting; Possess understanding of marginalization and how it impacts an individual and the community; Display respect for diversity of thought and have experience implementing thoughtful collaboration within a team and the New Heights community.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Master's Degree in Education, Adult Education or other related area of study.
- 1+ years of experience providing instruction or support services to adults.
- Embrace using data to inform instructional planning and practice.
- Experience working with students in urban, non-traditional, and/or adult education setting.
- Bilingual in Spanish.

BENEFITS:

- Teacher Retirement System
- Annual paid time off
- Health Benefits
- FSA
- Life Insurance

COMPENSATION & SCHEDULE:

- Based on experience and qualifications.
- This is a 10-month position. State and Federal Holidays; School Breaks; PTO.

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NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school and post-offer background check and fingerprinting is required to ensure the applicant meets all eligibility requirements for the position.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date