



Saint Anne

CATHOLIC SCHOOL

Cultivating Intellect, Faith, and Integrity since 1951

K-8 Lead Special Education Teacher Job Description

The Diocese of Charleston acknowledges that the Catholic School teacher is vital to the educational mission of the Church. The teacher not only stimulates the acquisition of knowledge and understanding, but serves as a **consistent, joyful and living witness** to the teachings of Christ. Catholic schools are called to serve all students. St. Anne Catholic School provides an inclusive education for students K3-12.

The Special Education Teacher oversees the education and training of students with physical, emotional, mental, and learning disabilities. Specific duties include:

- Works with the Coordinator of Student Services to ensure all students with exceptional needs (special education, ESOL, Title I) are receiving appropriate support.
- Collaborate with general education teachers, to adapt lessons to meet the needs of the students.
- Develop plans for each student (similar to IEP).
- Implement plans, assess students' performance, and track their progress.
- Update plans throughout the school year to reflect students' progress.
- Teach students as a class, small group, and one/on/one through pull out and push in.
- Research, adopt or develop a systematic program to be used to meet the needs of students.
- Coach/ mentor other professionals who work with students with disabilities.
- Provide teachers with strategies, recommendations for accommodations, and all support necessary so they are able to meet the needs of all students in their classroom.
- Collaborate with support staff (counselors, therapists, interventionists, tutors) to create holistic intervention plans.
- Partner with parents through communication and conferencing to keep them informed on the progress of their child.
- Discuss students' progress with parents, administrators, teachers, and counselors.
- Prepare students to transition to the next grade.