

<b>Job Title:</b>	Intensive Supports Mentor Teacher
<b>Grade Level/Terms of Employment:</b>	Teacher Salary Schedule 230 (11 Months)
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Office of Exceptional Education Itinerant Assigned to a cluster of schools
<b>Immediate Supervisor:</b>	Intensive Support Instructional Specialist

**General Description:**

The Intensive Support Mentor Teacher provides support and assistance in coordinating instructional programs relating to students with special needs and their Individual Education Plans. The Mentor Teacher assists teachers in developing a classroom environment conducive to the varied instructional and behavioral needs of learners with low incidence disabilities. The Mentor Teacher also monitors the programs with students with low incidence disabilities (e.g. Autism, Intellectual Disabilities) and maintains compliance with all federal, state, and local laws, regulations, guidelines, and procedures as they relate to the special education program throughout the division.

**Essential Duties and Responsibilities:**

- Assists in the development and maintenance of special education programs for an assigned cluster of schools
- Serves as a mentor to new and/or inexperienced teachers instructing students utilizing an adapted curriculum; models and monitors evidenced based practices for instructing students who access the adapted curriculum
- Assists teachers with setting up physical space, reviewing and writing IEPs, establishing classroom procedures, developing student schedules, and writing and implementing lesson plans
- Assists teachers with collecting and interpreting student performance and assessment data on both summative and formative assessments, inclusive of the Virginia Alternate Assessment Program
- Communicates with school staff and family members and other stakeholders inclusive of agencies such as DARS
- Collaborates with related service providers' instructional assistants to ensure quality of service provision
- Conducts staff development as needed/requested
- Performs other related duties as assigned

**Qualifications:**

- Postgraduate professional license with an endorsement in Special Education required; endorsement in Adapted Curriculum preferred
- Knowledge of educational programming for students with intensive supports needs
- Three or more years of teaching experience as a special educator
- Effective verbal and written communication skills
- Experience with IEP Development software (IEP Online, VA IEP, etc.)
- Experience using assistive technology tools (Board Maker, Pecs, etc.) and devices
- Experience with the development of strategies and interventions specifically in the areas of Autism and Intellectual Disabilities
- Effective organizational, team-building, and problem solving skills

- Effective written and oral communication skills
- Bilingual/fluency in Spanish preferred