



### **About CITY Center for Collaborative Learning**

CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson-based nonprofit offers professional development and community engagement experiences for educators and education advocates, while leading three small secondary schools that serve as demonstration sites.

### **Job Title: Certified Special Education Teacher/Inclusion Specialist**

Reports To: Support Services Director and City High School Principal

The high school Inclusion Specialist (Special Education Teacher) is responsible for co-planning, co-teaching, and co -assessing the instructional program to meet individual needs of all students within the regular education classroom, as well as ensuring the implementation of IEPs and will ensure the implementation of IEPs (review, schedule, amend, monitor, complete IEP documentation and quarterly reports) and communicate with families, staff, and related service providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with Educational Assistants and General Education teachers in developing lesson plans, projects and educational approaches that promote inclusive and culturally responsive learning environments.
  - Co-plan, co-teach and co-assess with assigned GenEd teachers to ensure that Specially Designed Instruction is embedded in every component of the curriculum.
- Schedule, facilitate and coordinate well organized student driven IEP meetings that include all required components and attendees, ensuring that the expertise of each paraprofessional is respected and included in the IEP document.
- Maintain confidentiality of records of all assigned students, including keeping e- IEP PRO passwords confidential.
- Create actionable, compliant IEPs and METs that ensure the centering of student need and Federal and State compliance. As well as monitor student progress and create and distribute quarterly progress reports.
- Uphold Braver Norms and expectations for CCCL employees outlined in the handbook
- Maintain a high level of collaboration and communication with students, families and co-workers by regularly attending meetings, emailing and documenting in student logs.
- Meet regularly with the Director to ensure individual student's Specially Designed Instruction is in place, to ensure collaboration and to gain support.
- Assists General Education teachers in creating a learning environment in which all students have access to the curriculum (Implementing UDL) during regular class times and office hours.

- Promote Universal Design for Learning and culturally responsive practices
- Support the development of Educational Assistants and assigned GenEd teachers in teaching methodologies specific for their students.
- Provide information, support, and communication with parents and families.
- Participate in regular team, school-wide, and district-wide meetings.
- Be informed and follow school and district wide inclusion processes and procedures with fidelity. Such as MTSS and [Exceptional Student Services Process](#)
- Provision of specially designed instruction as determined by student's IEPs
- Act as an advisor for a group of 12-15 students.
- Other duties as assigned by the Director

Job Type: Full time

Work Year: Based on the approved school-year calendar, approximately August 1, 2023 through May 31, 2024 for the 2023-24 school year.

Location: Downtown Tucson, AZ

### **Our Commitment to our Community**

- We are committed to hearing the needs and concerns of all our community members at City High and the larger community. We are committed to examining the ways in which various forms of privilege (white/male/cis-gender/heteronormative/ neuro-typical/ability, etc) prevents or impedes our communication with others. We are working to dismantle systems which stand in the way of our professional service to others.

### **Our Inclusive Approach**

- IEP meetings will be student-centered and student-driven with family members regarded as experts of their student's needs. Mandatory members of the IEP team include students who are 16 years of age or older, a parent or guardian, a certified special education teacher, a certified general education teacher, and a representative from the school or district. Team members will utilize active listening and an emphasis on relationship building during the process.
- In co-teaching teams with the general education teacher as content specialist, the support services teacher as a learning integration specialist, and the education assistant as support to individual students and groups, the team will co-plan, co-instruct, and co-assess, utilizing the strengths of the members and teach in an inclusive manner, highlighting UDL and maximizing learning opportunities for all students. Specific and individual needs of our students will be addressed with-in the gen-ed classroom and office hours with all staff playing a role.

*CITY Center for Collaborative Learning seeks to have a teaching staff that reflects the diversity of its student population. Minority and bilingual candidates are encouraged to apply.*