



## **JOB DESCRIPTION**

**Job Title: Gen Ed to Special Ed Teacher Intern**

**Status: Full-time 40 hours per week, Exempt, 10 month paid internship, at will**

**Reports To: Special Education Program Supervisor**

**Days/Hours: Work days and hours of the assigned school, after school/evening training hours, evening hours as required by the school for extracurricular events**

### **Qualifications:**

- Be authorized to work in the United States.
- Graduated from an accredited school with a Bachelor or Master's degree in teaching.
- Hold a current Missouri General Education Teacher certification.
- Have the desire to teach unique learners.
- Have 0-3 years of teaching experience.
- Be able to work 40 weekly hours for one 10-month school year.

### **Position Summary:**

St. Louis schools have a shortage of certified special education teacher and they are in need of enthusiastic educators. This program helps general education teachers get their special education certification. It also provides participants with intensive support and training they may need to be successful as a new special education instructor. The program is free to participants. The program matches applicants with area schools when a school signs for a contract teacher through Miriam. Acceptance into the program does not guarantee placement at a school.

### **Position Description:**

#### **Program Application**

In November, Miriam advertises for program applicants through Indeed and the Miriam website. Applicants submit their resume and a cover letter stating why they are interested in the program by December 1. A selection committee reviews all applicants and selects individuals who meet program criteria to move to the next step. Those selected participate in a structured one-hour interview and based upon those results, a selection committee determines whom to accept into the program. The committee notifies applicants of their status prior to winter break. The number of potential school placements determines the number selected for the program.

#### **Program Enrollment**

Once accepted into the program, in January, participants will complete online personnel paperwork assigned by Miriam's human resource department. This will include completing fingerprinting and a background checks funded through Miriam. Participants will then meet with the program supervisor for approximately two hours to learn Miriam's online payroll system. Teachers will also complete online

trainings that will take about two hours. Miriam will pay participants for the time associated with in person and online trainings.

### **Compensation**

Prior to beginning a teaching assignment, all new program participants begin as hourly, nonexempt employees and Miriam pays them \$25 per hour for all training hours. Once a 10-month, full time position starts, the participant is exempt under law and will receive a salary commensurate with a 40-hour workweek. Because this is the first year teaching as a special education certified teacher, all participants receive an internship salary of \$45,047, spread over 10 months beginning August 1 and ending May 31. Miriam offers full-time teachers a competitive benefit package that includes medical insurance for the employee only, dental and life insurance, generous paid time off, short and long-term disability insurance, and retirement matching.

### **Studying Materials and Passing the Test**

During the onboarding meeting with the program supervisor, Miriam will give participants study materials related to topics that may appear on the Mild/Moderate Cross Categorical special education certification test. Participants will study the materials on their own time. The program does not pay participants for their study time. Miriam will pay participants to attend training groups comprised of a special education facilitator and other participants wishing to pass the test. Groups will meet two hours each month to help with test preparation. Once a participant passes the test, he/she will no longer attend these groups. Participants have until **June 30** to pass the test to become a certified special education teacher. Miriam will pay the initial test fee and will pay participants for their first time taking the test. If retesting is required, the participant will need to pay the fees and Miriam will not pay them for additional testing time.

### **The Assignment**

Once a participant passes the certification test, participants will interview with one or more schools for their internship assignment. Miriam will finalize all school assignments by July 30. In early August, participants will attend a four-hour introduction class to learn more about their new position and expectations.

### **The Support**

Program participants will begin work at their assigned school per the school's calendar. The program supervisor or coordinator will visit each new teacher for two to four monthly hours. This person will observe and consult with the participant and provide feedback to ensure the teacher is successful. The program participant will attend afterschool/evening continuing education groups at Miriam for two hours per month. Evening training time is included in your salary. Group topics will include learning environments and instructional practices, implementing classroom management strategies, writing IEPs, and other pertinent topics. The program participant may email or call the program supervisor for consultation; or to request additional onsite coaching hours. Support continues throughout the first year of teaching.

### **Graduation**

Program participants graduate from the program when the teacher meets all training objectives and he/she completes a full school year, 10 months, of teaching as a special education certified teacher. On occasion, a participant may require additional time to complete training objectives. Graduates receive a certificate of completion. After graduation, graduates may seek placement at other schools as a special

education teacher through Miriam or they may seek employment directly with schools. Additional coaching may be available to graduates if they feel the need and their employer agrees to the terms of extended coaching.

**Responsibilities**

1. To provide a professional assessment of each student’s weaknesses and strengths as they relate to their educational diagnosis.
2. To develop lesson plans and interventions necessary for students with IEPs to learn.
3. To follow a daily/weekly schedule and meet students’ weekly special education minutes through classroom instruction, per the IEP
4. To collect measurable data and work samples specific to the student’s IEP goals.
5. To provide quarterly progress reports, IEP goals, behavioral plans, and/or present level of performance as requested by special education coordinators.
6. To ensure the safety of the students and staff by following the school’s discipline policy.
7. To support Partner School staff by providing expertise input and advice in the area of special education and related services.
8. To follow the Partner’s Schools calendar with regular attendance and notify the school staff and MLC staff in case of an absence. To request days off using Paylocity in a timely manner.
9. To coordinate student progress with administrators, teachers, parents, and others involved in the student’s educational process.
10. To manage classroom and individual behaviors to ensure that students are able to learn.
11. To attend program training sessions and fully participate in them.
12. To strive to meet individual and program goals.
13. Any other duties as specified by the supervisor and/or special education coordinator.

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**Employee Signature**

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**Date**