

POSITION DESCRIPTION

Job Title:	Special Education Teacher	Date:	March 2025
Department:	Moreau Options Program	Last update:	April 2024
Reports To:	Director, Moreau Options Program		
Status:	X Exempt Non-Exempt	Classification:	11 Months
	X FT PT	Hiring Range:	\$65,000 - \$75,000

POSITION SUMMARY:

Under the direction of the Director of the Moreau Options Program, the Special Education Teacher is responsible for teaching and supporting Holy Cross' students with intellectual and developmental disabilities. The Special Education Teacher is responsible for teaching academic classes in the special education classroom, and supporting students in the general education classroom. In addition, the Special Education Teacher is responsible for supporting the inclusion of the Moreau Options students into all aspects of the Holy Cross community, including co-curricular activities, extracurricular activities and traditions.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

PRINCIPLE RESPONSIBILITIES:

Support Moreau Options Students in School Wide activities

- Steward the Holy Cross heritage and educational philosophy of the Sisters of the Holy Cross while maintaining an effective positive learning climate that supports the teachings of the Catholic Church
- Maintain and develop a school-wide philosophy of inclusion for serving students in the Moreau Options Program
- Provide support to students with disabilities during school events such as emergency drills, Mass, and assemblies
- Assist in the organizing and chaperoning of field trips, including overnight field trips such as school retreats
- Provide facilitation, supervision, and problem-solving to and for Moreau Options students as they participate in all aspects of the Holy Cross community, including performing arts, extracurricular activities, athletics, campus ministry, and school traditions
- Attend the following school events (required): Back-to-School Night, scheduled individual parent/teacher conferences, Open House, Commencement Liturgy, faculty/staff retreats, staff development days, rehearsals and performances for performing arts.

Support Moreau Options Student in General Education Settings

- Collaborate with general education teachers on curriculum and problem solving for Moreau Options students in their classes.
- Modify and scaffold materials and assignments from general education classes.
- Create and maintain online curriculum resources
- Direct and guide the special education paraprofessional, and peer mentors.
- Provide direct support to Moreau Options students in their general education classes

Support Moreau Options Students in Special Education Settings

- Teach small group lessons that preview, clarify, or review content taught in the general education setting.
- Scaffold and support students in completing assignments from general education classes.
- Proctor tests
- Plan and deliver instruction to individual students, and small groups of students, in academic, social, communication, and independent living skills
- Manage an online grade book by organizing assignments and entering grades in a timely fashion
- Maintain the classroom environment, including organizing materials and creating educational bulletin boards
- Plan and supervise activities for Moreau Options students, and peers during Academic Resource Time
- Communicate with parents in writing, by telephone, and in person
- Perform other related duties as needed

JOB REQUIREMENTS:

EDUCATION:

- Bachelor's degree
- Coursework in special education, or applicable experience

EXPERIENCE:

- One year of relevant experience preferred

SKILLS

- Ability to establish and maintain effective relationships with faculty, parents, and staff
- Ability to set clear boundaries with students while maintaining a positive relationship that fosters their development and independence.
- Excellent organizational skills
- Excellent written and oral communication skills
- Proficiency in Google Workspace , and the ability to learn and use new technologies, particularly assistive technologies
- Experience using iPad as an assistive technology for instruction.
- Ability to handle confidential information discreetly and professionally
- Uses discretion and exercises sound judgment.