



Job Description: Special Education Teacher - Upper School

Accountability: Special education teachers are overseen by the Associate Head and report directly to the Director of Student Support (upper school) in fulfilling all responsibilities.

Expectations of the position — Working individually and collaboratively, Thornton Academy special education teachers: develop and provide appropriate, meaningful, and coherent learning experiences that match, challenge and extend students' knowledge and skills; assess student progress regularly through a range of methods; incorporate digital age tools and resources to apply learning to authentic, real-world problems; and utilize best practices and assessment data in planning and delivering curriculum and instruction.

Job requirements — Teachers at Thornton Academy are required to:

- have and/or develop a high level of expertise and knowledge in terms of content, curriculum development, and pedagogy
- be professionally reflective and growth-oriented: recognize strengths, address limitations, accept and act upon constructive guidance, pursue professional development opportunities, participate in school improvement efforts always exercising good judgment and discretion
- demonstrate the genuine patience, flexibility, and enthusiasm necessary for working with adolescents
- recognize the need for appropriate boundaries with students: establishes positive, helpful, and supportive relationships with students generally while avoiding becoming a friend, confidant/e or counselor to individual students
- adhere to the highest professional standards in all interactions and communications with fellow members of the Thornton Academy community (faculty, students, and colleagues)
- ability to work collaboratively with all stakeholders and ability to communicate effectively, mediate conflict and adapt quickly to rapidly changing situations

Performance responsibilities include but are not limited to:

- Planning and preparing thoroughly to use traditional and contemporary tools and resources to:
 - Facilitate and inspire student learning;
 - Promote, support and model creative thinking; and
 - Engage students in exploring real-world issues and solving authentic problems
- Consultation with mainstream teachers to support inclusion in the broader school community
- Completing necessary special education paperwork and assessments within the specified timelines

- Establishing and administering an effective and appropriate classroom management system that teaches, promotes and models attributes of good citizenship and societal responsibility in both personal (face-to-face) and digital forums
- Planning and providing purposeful academic instruction that is clear, coherent and appropriately differentiated, and that demonstrates the knowledge, skills and work processes representative of an innovative professional
- Designing and utilizing digital age assessments in order to monitor, evaluate, follow up and track student progress
- Communicating regularly, honestly and respectfully with parents/guardians and colleagues
- Being thoroughly familiar with safety and emergency protocols and procedures, being able to follow those procedures reliably as required
- Working continuously to improve practice, act collegially, and exhibit leadership within the Thornton Academy professional community
- Accepting and meeting professional responsibilities within the school as a whole by knowing and accepting job obligations outlined in the faculty/staff handbook and/or assigned by the Headmaster

Qualifications:

- Valid Maine Certification 282 or 286
- Experience working in special education at the secondary level preferred

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed “Employee Instructional Staff” application form ([available for download online here](#))
- College transcript (an unofficial/student-issued copy is sufficient, though an official copy may later be requested)
- Contact information for three work-related references
- Evidence of current/active CHRC certificate (required by Maine law)
 - This certification may be pursued later in the hiring process, but the candidate must be willing to undergo a background check and fingerprinting by the State of Maine; more information may be found at the Dept of Education website here)

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org.

Please note “Special Education Teacher - TAMS” in the Subject line.

Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed or delivered to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.