

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 Inclusive Education Site Lead and City High School Principal

The high school Inclusion Specialist (Certified Special Education Teacher) facilitates the integration of students with disabilities into general education settings by developing IEP accommodations, co-teaching, training staff, assessing learning environments, implementing individualized supports, monitoring progress, and collaborating with teams to ensure compliance and student success.

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.
 - Review all classroom materials, unit plans, lesson plans, and rubrics then create necessary accommodations or modifications to support individualized plans (e.g., graphic organizers, sentence starters, modified assessments, etc.)
- Schedule, facilitate, and coordinate well-organized student-driven IEP meetings that include all required components and attendees, ensuring that the expertise of each member of the IEP team is respected and included in the IEP document.
- Maintain confidentiality of records of all assigned students.
- Create actionable, compliant IEPs and METs that ensure the centering of student needs and Federal and State compliance. Monitor student progress and create and distribute quarterly progress reports.
- Maintain a high level of collaboration and communication with students, families, related service providers, and co-workers by regularly attending meetings, emailing, and documenting in student logs.

- Meet regularly with GenEd teachers and Education Assistants to ensure that individual students' Specially Designed Instruction is being delivered.
- Assist General Education teachers in creating a learning environment in which all students have access to the curriculum 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 to their students' needs.
- 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.
- Create Specially Designed Instruction as determined by students' IEPs
- Act as an Advisor for a group of 12-15 students.
- Other duties as assigned by the Support Services Inclusive Education Site Lead
- Ability to support High School level Math classes preferred

Qualifications

- Bachelor's degree (or higher) required
- Arizona Teacher Certification Required: [Mild/Moderate Disabilities, K-12](#) or [Moderate/Severe Disabilities, K-12](#)
- Valid, IVP Fingerprint Clearance Card
- Experience teaching or working in a school, supporting student academic success
- Demonstrated success as a collaborative professional
- Strong work ethic
- Demonstrated ability to independently manage high-quality reports and compliance deadlines

Job Type: Full time

Salary: Competitive Salary, from \$53,000 - \$59,000 per year depending on experience

Benefits: Competitive health insurance benefits; Arizona State Retirement System participation

Work Year: Based on the approved school-year calendar, approximately August 1-June 1

Location: Downtown Tucson, AZ

Website link: <https://www.cityccl.org/about-us/hiring>

Search is open and ongoing until the position is filled.

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.

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) prevent or impede our communication with others. We are working to dismantle systems that 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 administration. 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 within the gen-ed classroom and office hours with all staff playing a role.