



## **Job Posting Announcement – Director of Special Education**

### **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.

### **Special Education Teacher / Inclusion Specialist**

We are seeking a certified special education teacher to support students with individualized education plans (IEPs) to ensure academic success in general education classrooms. The position will serve as an inclusion specialist, working school-wide to support students and teachers.

### **Management of Individual Education Plans (IEPs)**

- Manage a caseload of 40-45 students with IEPs, including required state reporting and 3-year reevaluations
- Conduct annual IEP team meetings with parent(s), student, and teachers for each student with an IEP to update progress and re-visit or revise student learning goals
- Ensure implementation of IEP goals and accommodations
- Collect data on student goals
- Provide specially designed instruction as outlined in IEP's
- Provide support to incoming families including tours, transitions with previous schools, intake, and compliance checks for all new IEP students.

### **General Education Inclusion and Study Skills Planning, Teaching and Oversight**

- Support all students in general education settings through co-planning and co-instructing and co-assessing with general education teachers
- Supervise and collaborate with a team of three Education Assistants
- Provide support to students in 'Study Skills' elective class on coursework in their general education classes
- Utilize positive behavioral support strategies
- Participate with teaching staff in collaborative professional development
- Review 45-day screening of all new students and follow up as necessary

### **SPED District Administration**

- Monitor and complete state reports for all schools within CCCL
- Post high school transition coordination
- Powerschool SPED administration (for both CHS and PFFS-D)

- Coordinate SPED-related service providers (for both CHS and PFFS-D) including speech therapists, occupational therapists, school psychologists and orientation and mobility specialists including hiring, retention, reporting and supervision of direct services.
- Complete duties as needed during summer months to ensure compliance, reporting, and orientation of new students and families
- Provide support for and collaborate with the PFFS-D SPED Teacher, including technical guidance and contracted service provider management
- District Alternate Assessment Test Coordinator

### **Collaboration with the Administrative Team**

- Collaboration with the school principal to provide SPED-related professional development support for teachers (inclusion, differentiation, co-teaching, etc.)
- Member of the Administrative Team and Student Success Team
- Collaborate with the Intervention Counselor to manage a caseload of about 35 students with 504s, including required state reporting and re-evaluations

### **Qualifications**

- Bachelor's degree (or higher) required
- Special education teacher certification
- 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 annual teacher salary, approximately \$54,000 per year

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: <http://CITYccl.org/about/contact/employment/>

Send resume and cover letter to [info@CITYccl.org](mailto:info@CITYccl.org)

Search is open and ongoing until position is filled. Start date is immediate

*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.*