

**John W. Rex Charter School Job Description**  
**[www.johnrexschool.org](http://www.johnrexschool.org)**

**JOB SUMMARY:**

The Special Education/Differentiation Teacher will play a key role in enhancing student learning by providing (mild/moderate) specialized instruction, support, accountability and resources emphasizing exposure to the general curriculum with a focus on critical thinking skills and problem-solving strategies through differentiated instruction. The teacher will provide direct instruction and/or classroom support for those children with IEPs and/or 504 accommodation plans (and potentially those children identified as Gifted-Talented) manage referrals, coordinate evaluations, management of all required paperwork and scheduling of meetings, and any required documentation; serves as a resource of information for staff, board, and the public. Personal characteristics necessary for the position include: high energy and enthusiasm for quality public charter schools and urban education; organization and initiative; attention to detail; warmth and a good sense of humor; collaborative nature and consensus-building skills; patience and persistence; and excellent communication skills.

**EDUCATION/EXPERIENCE**

Demonstrated successful experience in special education, curriculum, assessment, & differentiated instruction, student learning, test & data analysis, mentoring, and professional development as demonstrated by an advanced degree/training, or career experience. Outstanding organizational skills and attention to detail required. Interpersonal skills (communication, problem solving, conflict management, collaboration) to provide specialized services, advice, mentoring, and coaching. Strong organizational skills with accuracy and attention to detail. Professional commitment to differentiated curriculum and personalized education, inquiry/project-based curriculum, active learning, and expectations for accountability. A minimum of a Bachelor's Degree in Education and appropriate teacher certification is required. John Rex Charter School is an Equal Opportunity Employer.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. In collaboration with the Head of School, or designee, provide specialized educational programming for special education (and potentially serve gifted students) to support and achieve their individual goals and the goals of the school.
2. Facilitate, implement, and collaborate with other contracted service providers (e.g. SLP, OT, PT, School Psychologist)

3. Provide specialized instruction and appropriate accommodations for those children with IEPs, 504 Plans, and/or identified as Gifted-Talented in accordance with current state or federal laws.
4. Research and help in selection, or development of curriculum materials and differentiation strategies.
5. Deliver specialized curriculum and instructional strategies of highly effective, differentiated, vertically/horizontally aligned units of inquiry and weekly lesson plans.
6. Support and participate in professional learning communities that use summative, interim, portfolios, standards-based/mastery grading, and formative data in order to ensure accountability, interpret assessments and deliver high quality differentiated instruction for students.
7. Provide data and analysis/interpretation of the data with appropriate reflective responses seeking continual improvement.
8. Provide research-based support to individual teachers in areas such as instructional strategies and materials, classroom climate and organization, behavior management, and professional growth and development to ensure that differentiated instruction meets student needs, grade level content standards, and the goals of the school.
9. Provide input and feedback to administration related as requested.
10. Provide peer assistance and coaching toward helping teachers meet goals as well as the school's goals.
11. Facilitate professional development as requested.
12. Obtain and maintain current certification(s) and knowledge of current laws and specified programs.
13. Maintain and follow all state and/or federal laws, particularly those related to basic confidentiality and F.E.R.P.A.
14. Research and field-test appropriate strategies that target the identified areas of student need.
15. Serves as a resource to community members in proficiency-based promotion, interpreting school policy, securing answers to questions and resolving issues regarding student-learning concerns.

16. Under the supervision of the Head of School, or designee, complete and submit required reports and other required documents to the State Department of Education with a high level of accuracy in a timely manner.

17. Other duties as may be assigned.

**COMMUNICATION REQUIREMENTS:**

**Frequent telephone and in-person contact with the school administration, teaching and office staff, parents, contracted service providers, and community members for exchange of information and services, and general problem solving.**

- Written correspondence, newsletter articles, memos, and/or grants.
- Disseminate general information and education materials related to special education and gifted programs.
- Attends regularly scheduled meetings to maintain collaborative efforts across all programs and departments.
- Frequent contact with parents for purposes of advocacy, education, and general information sharing.
- Presentations to staff and parents for purposes of training, education and information.
- Preparation of any presentations/reports for JRCS Board of Directors, the charter sponsor, or the Oklahoma State Department of Education as requested.

**EVALUATION:**

Performance of this job will be evaluated by the Head of School (and/or designee) in accordance with the provisions of the Employee Handbook, Board policies, and state law.

**SUPERVISORY RESPONSIBILITIES:**

Teacher Assistants, if any.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CERTIFICATES, LICENCES, REGISTRATIONS:**

**Valid Mild/Moderate Special Education Oklahoma teaching certificate and Elementary Education and/or Early Childhood Education licensure required.**

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general professional journals, technical procedures, and/or government regulations. Ability to write reports and correspondences as may be appropriate to teaching staff in general. Ability to effectively present information and respond

to questions in one-on-one and small group situations with students, parents, teachers, staff and the general public.

**MATHEMATICAL SKILLS:**

Ability to plan budgets and use the mathematical skills required to do so. Ability to maintain accurate records and supportive documentation for projects under the supervision of the position.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge, best practices, current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to attend to detail and organization. Lead/facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties and awareness of all school requirements and Board of Directors policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is quiet to loud depending on the activities in the particular part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. If individuals currently hold this position, they may perform additional duties and additional duties may be assigned.

**BENEFITS:**

Beginning teachers with a Bachelor's degree earn a \$46,250 base salary. Salary adjusts with experience and qualifications. Faculty and staff benefits include paid health insurance and participation in Oklahoma Teacher Retirement. Employees also receive sick and personal leave benefits, priority enrollment for their children; paid parking, and job-embedded collaboration/professional development.

Job Type: Full-time

Pay: From \$46,250.00 per year

Schedule:

- Monday to Friday

Education:

- Bachelor's (Preferred)

Work Location:

- One location

Work Remotely:

- No