

CITY HEIGHTS PREP

CHARTER SCHOOL

Position Description

Title:	Education Specialist/Special Education Teacher	FLSA:	Full-time
Reports to:	School Director	Salary:	Competitive

City Heights Prep is seeking an excellent Education Specialist/Special Education teacher for immediate hire.

CITY HEIGHTS PREP IS ON A MISSION!

Our mission is to provide an excellent neighborhood based and college preparatory education for middle and high school students in City Heights. City Heights is one of the economically disadvantaged communities in San Diego. Most City Heights Prep students are newly arrived refugees from war-torn countries around the world (our students speak over 30 different languages!) Many of our students have either never attended school or have a disrupted schooling history. Often, new students do not know how to achieve academic success but they are excited to be attend school! Our goal is to to support each holistically to achieve academic success.

Teaching at City Heights Prep is not for the faint-of-heart as the needs are great. But the reward of seeing our students excel is well worth the work!

THE CITY HEIGHTS PREP TEACHING TEAM

City Heights Prep teachers are passionate about teaching and preparing struggling students for academic success.

City Heights Prep teachers are a select group of educators pursuing excellence and continuous growth. They are creative thinkers who develop dynamic lessons and thrive on working collaboratively to build a schoolwide culture of academic excellence. They are innovators who want to change the face of urban education and help build a school that shows what is possible.

City Heights Prep teachers get fired up about teaching and learning. They have a hunger for feedback and the desire to engage in an ongoing process of reflection and growth.

Successful City Heights Prep teachers are knowledgeable and dedicated professionals who believe that with the right support and encouragement, any child can excel. Our teachers show a track-record of raising student achievement who are dedicated to providing a rigorous college preparatory education to a diverse population. At City Heights Prep, teachers are leaders who are responsible for developing and implementing a curriculum that meets the needs of their students. Teachers ensure student success by supporting our school culture, teaching a rigorous core curriculum, and using data to drive their daily practice.

The Education Specialist at City Heights Prep manages the special education caseload at City Heights Prep and as such the position requires:

- The ability to coordinate all aspects of the IEP process, ensuring compliance with all timelines
- Proficiency in conducting educational evaluations and assessment reports
- Skill in working with teachers, aides and students to provide educational services to special education students

KEY RESPONSIBILITIES (non-exhaustive)

Maintain compliance with all administrative responsibilities

- Be a positive team member, contributing to the growth and success of the school
- Be a lifelong learner, seeking out new content and pedagogical knowledge and responding positively to feedback
- Maintain compliance with all administrative responsibilities
- Effectively use school/instructional technology (AERIES, Google Classroom)
- Take ownership for enforcing schoolwide expectations for students at all times during the school day
- Hold high expectations while developing a positive classroom culture for all students
- Meet schoolwide and course expectations
- Communicate regularly and effectively with families, colleagues and students
- Maintain up-to-date curriculum map(s) and lesson plans that meet school guidelines
- Integrate standards, expected learning results, goals, and objectives into lesson plans, for both skills and content
- Establish and communicate clear objectives for all learning activities
- Utilize a variety of curriculum and instructional practices to promote student growth in higher order thinking
- Identify unique student needs and differentiate classroom instruction accordingly
- Use assessment data to recalibrate instructional practice
- Participate in professional development activities with enthusiasm
- Go above and beyond the call of duty as a part of a team seeking to build an excellent school

QUALIFICATIONS

Commitment to the City Heights Prep mission and vision and unwavering integrity is a prerequisite to employment at CH Prep

- Valid California Education Specialist Credential (mild/moderate), including EL Authorization and Autism endorsement
- A commitment to building academic literacy and expertise in reading instruction is required
- Compassion coupled with a no-excuses attitude

- Ability to work flexibly in an entrepreneurial environment
- Belief that every student should graduate, eligible to attend the college or university of *their* choice
- Experience and willingness to use data and assessments to inform instruction
- Mastery and enthusiasm for subject matter as well as pedagogy
- Passion for developing an extraordinary classroom environment
- Team player; excited about collaboration with colleagues and sharing best practices
- Think parents are part of the solution, not part of the problem
- Willing to engage in constant efforts to improve one's own instruction

SKILLS

- Ability to follow verbal and written directions
- Communicate effectively with parents, students and colleagues
- Maintain organized records
- Plan and organize work to meet schedules and timelines
- Read, apply, explain, and follow rules, regulations, policies and procedures

WORKING CONDITIONS

ENVIRONMENT: Indoor and outdoor settings.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and on the telephone; seeing to read and prepare documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting objects of moderate weight.

APPLICATION MATERIALS

All teachers must have the following on file:

Please email the following information to employment@cityheightsprep.org with the subject heading “[Your Name]: Ed Specialist/Special Ed Teacher Applicant”:

- 1) Cover letter in which you discuss your interest in CH Prep and how you see yourself helping the school meet our mission, along with salary requirement
- 2) Resume
- 3) Completed [City Heights Prep Employment Application](#)
- 4) Copy of current/valid teaching credential, including EL Authorization
- 5) Copy of college and if applicable, graduate transcript (official transcript *not* required)
- 6) Two (2) letters of recommendation