



Special Education Teacher

Job Description: This is a full time, exempt position with an August-July work schedule (185 days). Base standard hours will be 7:30 AM - 4:00 PM on days designated by the school calendar. The Special Education Teacher will be responsible for teaching students who have learning, mental, emotional, or physical disabilities.

Position Narrative: The Special Education Teacher will plan, organize and implement an appropriate instructional program that guides special needs students to learn, grow and advance to fulfill their academic potential. At Liberty Tree Academy, a teacher is expected to model the habits of intellectual inquiry, moral excellence, self-governance, and civic involvement and display the five virtues of courage, courtesy, truthfulness, prudence, and perseverance. We are looking for teachers who are kindhearted, subject-matter experts who value teamwork and understand the joy and importance of learning from great books and primary sources. If this is you, apply today.

Reports to: Assistant Headmaster or Designee

Liberty Tree Academy is a tuition-free public charter school that emphasizes traditional values and classical instruction methods. Our curriculum is rigorous and content rich.

Mission: Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation's Founders to preserve and perpetuate liberty.

Vision: Liberty Tree Academy is dedicated to an authentic, traditional American education, to be a community that actively cultivates character in a challenging and engaging learning environment.

Position Duties and Responsibilities:

The following statements of essential functions, responsibilities, frequencies, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position and are not intended to be an exhaustive list of all duties and responsibilities required. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Prepare lessons, lesson materials and deliver instruction to facilitate active learning.

- Work with students who have learning, mental, emotional, or physical disabilities
- Follows IEPs for providing services to students
- Follows required protocols for periodic evaluations and writing IEPs
- Records in the appropriate system (Enrich) all necessary information for students with IEPs
- Assists General Education Teachers in following IEPs for special needs students, adapting curriculum to meet specific needs

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- Collaborate with Administrators, Counselors, and Teachers to develop new IEPs and to update existing IEPs
- Ensures IEP goals are met for assigned student caseload in the areas of learning and behavior
- Communicate with parents, teachers and administrators concerning student progress in relation to IEPs
- Utilizes data for student progress and improvement planning from LTA's various testing and assessment tools
- Ensures all IEP development and Progress Monitoring & IEP Documentation Maintenance Compliance
- Works with the SPED team and service providers to ensure students' service requirements are met
- Holds students accountable to LTA behavior expectations
- Measures progress and accomplishments of students towards their academic achievements on a regular basis and provides progress reports as required
- Ensures all FERPA laws are followed and maintains full confidentiality in all aspects of the job
- Commits to always do what is best for all students
- Dresses modestly and appropriately for a professional environment with children according to the dress standards for LTA
- Expresses positive and solution-based attitude
- Communicates with families, co-workers, and supervisors in a professional and respectful manner
- Interacts with students, staff and parents in a positive and professional manner
- Participates in professional development meetings and special trainings
- Collects and analyze assessment data to monitor student progress and identify areas of need
- Utilizes data visualization tools to present information in a clear and concise manner
- Collaborates with teachers and support staff to interpret data and develop action plans based on the findings
- Performs other duties as assigned

Supervision Exercised: None

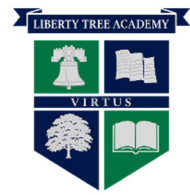
Supervision Received: Assistant Headmaster

This job description in no way states or implies that these are the only duties to be performed by this employee. LTA reserves the right to update, revise or change this job description and related duties at any time.

Required knowledge, skills and abilities:

- Excellent organizational skills
- Excellent written and oral communications skills
- Ability to establish and maintain effective working relationships with co-workers, volunteers, students and parents
- Ability to multitask with frequent interruptions

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- Interpersonal relations skills
- Problem solving skills
- Maintain confidentiality in all aspects of the job
- Ability to diffuse and manage volatile and stressful situations
- Understanding of institutional policies, procedures and resources
- Desire to help students in student athletic journey
- Ability to lift 20-50 pounds, physically able to handle frequent sitting, bending, standing, walking/running/moving throughout the room.

Minimum Qualifications:

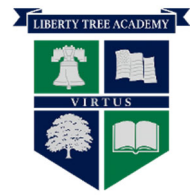
- Bachelor's Degree in Special Education (Master's Preferred)
- Initial Teaching License with Special Education Generalist Endorsement (required)
- All Colorado certification requirements for Special Education

Conditions of Employment:

1. All offers of employment are conditional and based on a successful background and reference check.
2. LTA may choose to contact work references other than those specified on your application.
3. The position requires work outside of regular office hours.
4. The position will be at-will.
5. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, their legal right to be employed in the United States.

Required Physical Activities:

1. Driving – Frequent
2. Crawling or Kneeling – Seldom
3. Bending – Frequent
4. Walking on uneven surfaces – occasional
5. Working Alone – Occasional
6. Work with Others – Frequent, including email, phone and app communications
7. Lifting, Lowering, and Moving Items Over 50 lbs: Seldom
8. Lifting, Lowering, and Moving Between 25 and 50 lbs: Occasional
9. Lifting, Lowering, and Moving Between 0 and 25 lbs: Frequent
10. Visual Acuity, Near: Frequent
11. Visual Acuity, Far: Frequent
12. Hearing: Frequent
13. Speech: Frequent
14. Hand/Eye Coordination: Frequent
15. Computer and Mouse Use: Occasional
16. Phone Use: Frequent
17. Printer, Scanner, and Other Office Machinery Use: Occasional



What We Offer:

Salary Range: **\$48,000 - \$60,000** depending on degree work, experience, licensure, and experience with classical education and Hillsdale curriculum.

Insurance Coverage: Individuals contracted for 30 hours per week or more on a regular basis are eligible to receive employee health, dental, vision, and life insurance according to the terms of the insurance policies in which Liberty Tree Academy participates at the time of hire.

Retirement Benefits: LTA is a participating employer in Colorado Public Employees' Retirement Association ("PERA") and as such will contribute to a Defined Benefit Plan account for you.

Personal Time Off: All full-time and part-time employees are eligible for paid time off (PTO) of 1 hour for every 30 hours worked up to 48 hours per year (this does not include seasonal stipend positions).

Children of employees will receive priority enrollment.

Application Search Timeline:

- This posting will remain open until filled. Potential interview dates will begin immediately.
- Potential start date is immediate.

How to Apply:

Please submit your resume with the following in a single email to HR@ltaeagles.org:

- Cover letter tailored to the position for which the applicant is applying. Please tell us how you learned about Liberty Tree Academy and include a statement of your educational philosophy (500 words or fewer).
- Unofficial transcripts are encouraged with initial application. Applicants may redact information identifying age, date of birth, and/or dates of attendance at or graduation from an educational institution. Official transcripts will be required if a job is offered.
- Three professional or academic references. Please include email address and phone number for each reference.

Liberty Tree Academy is an Equal Opportunity Employer and is committed to a workplace free from discrimination and harassment of any kind. All employment decisions are made based upon the needs of the School, job requirements, and individual qualifications regardless of race, ethnicity, national origin, gender or transgender status, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other status protected by state and federal laws.

Liberty Tree Academy participates in the E-Verify process in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to www.uscis.gov and click on 'E-Verify' located near the bottom of the page.

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