

**St. Vrain Community Montessori School  
Lead Guide, Special Education**

St. Vrain Community Montessori School fosters human thriving by nurturing the whole child in an authentic Montessori program as a public charter school.

**Reports to:**

Head of School

**Salary/Hourly Range:** \$46,000-\$68,000 for a 188-day calendar

**Summary:**

The Special Education Lead Guide provides specialized instruction, supports, and services to a range of students from K-8 with varying levels of needs. The Special Education Lead Guide also manages the Special Education program and Special Education Paraeducators.

**Required Education and Experience:**

- Bachelor of Arts (B.A.) or Bachelor of Sciences (B.S.) degree
- Colorado Teaching License with appropriate special education endorsements to support the position
- Two + years of experience working with students in a school setting. May require experience in working with children with various learning and physical disabilities.
- Familiarity with Montessori method of education/Montessori credential preferred

**Required Characteristics, Skills, and Additional Qualifications:**

- Ability to relate sensitively and joyfully to children and adults
- Ability to work with students with diverse backgrounds and abilities
- Ability to utilize evidence-based practices supporting specialized instruction
- Ability to consult and collaborate with staff and teachers
- Ability to maintain confidentiality in all aspects of the job
- Ability to collect and analyze data
- Ability to coach and model support for paraprofessionals
- Ability to create and manage multiple schedules for staff and students
- Ability to establish and maintain effective working relationships with a variety of people
- Leadership and collaborative skills to support paraprofessionals
- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with word processing, spreadsheets, Google Docs, etc.
- Punctuality and ability to maintain school hours
- Strong interpersonal relations skills

- Strong oral and written communication skills
- Technology skills to support electronic IEP, student data systems
- Understanding of the IEP process and standards-based education
- Willingness and ability to make student-centered decisions
- Willingness and ability to take on a variety of tasks throughout the day

**Major Responsibilities and Duties:** 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. The frequency and percentage of time of duties may vary based on assignment.

- Differentiate instruction for students with disabilities according to student IEPs.
- Provide specialized instruction and intervention in academics, behavior, social emotional learning and executive functioning according to student IEP
- Plan, organize, schedule, and structure a conducive learning environment
- Regularly monitor student learning progress to evaluate effectiveness of the educational approaches, specialized instruction, supports, and services and make adjustments as required
- Complete progress-monitoring and coordinate reports for all students on caseload, including those at progress report times and at IEP reviews
- Collect and analyze data using multiple assessment tools, formal and informal, for initial evaluations and re-evaluations to guide eligibility determinations and IEP development.
- Administer appropriate formal and informal assessments to evaluate academic success both from the IEP and within the general education classroom setting.
- Develop and implement an IEP for each student on the caseload, monitoring dates for compliance. This includes coordinating all IEP meetings, including annual, initial evaluations, re-evaluations and additional meetings for students on the caseload and maintaining compliance with IEP implementation.
- Develop and implement standards-based and standards-aligned IEPs
- Develop, use, and analyze data tools to support specialized instruction.
- Consult and collaborate with general education and other special education Providers
- Consult in the Multi-Tiered System of Support (MTSS) schoolwide process.
- Communicate professionally with parents of students
- Assist students in classroom activities. Support teacher instruction.
- Monitor students for safety including during recess, field trips, and lunch.
- Move with children between floor, child-sized tables, and standing activities.
- Collect and enter student performance data and maintain records
- Implement appropriate behavioral techniques for special needs children individually.
- Enable students to become as independent as possible in their ability to perform required tasks.
- Aid students in maintaining appropriate composure and behavior in class
- Perform other duties as assigned

- May provide physical care for children, including lifting children from wheelchair and assisting with other physical transitions, if necessary

- May assist with the personal care and needs of students, including hygiene, feeding, toileting, and/or following health/dietary plans, if necessary

Physical Requirements: The physical demands listed below 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.

- Stand
- Walk
- Sit
- Stoop, kneel, or crouch
- Lift up to 50 pounds
- Travel by foot between buildings in all weather conditions

#### **Other Responsibilities and Duties:**

- Attend and participate in staff and level meetings and serve on staff committees as required.
- Fully participate in in-service and post-service training as well as additional professional development opportunities as required.
- Attend and participate in SVCMS Events, including Family Visiting, Community Education Events, and other Community Building Events, in accordance with the Community Engagement Support Statement.
- Check school email at the beginning and at the end of each work day.
- Be at your scheduled post, ready to begin your duties as scheduled, generally 8 a.m. to 4 p.m., daily.
- When absent, secure a substitute in accordance with SVCMS requirements, ensuring that all of your duties are covered.
- Read the Family Weekly Update, the Staff Weekly Update, and other SVCMS communications.
- Maintain awareness of and adhere to SVCMS school and safety policies and procedures.
- Make a good-faith effort to follow the Four Agreements and treat others as you wish to be treated.