



Job Description

Title: Teacher/Special Education Department Chair

Reports to: Head of Schools

Qualifications: Bachelor's degree
Texas (or other state) special education teacher certification required
3+ years' experience in special education classroom
2+ years' experience special education department chair or case manager Knowledge of *Admission, Review, and Dismissal (ARD) Committee process*
Individual Education Plan (IEP) goal setting process and implementation

Organizational Overview

Opening in the fall of 2018 with 240 students in 5th-8th grade, Yellowstone College Prep (YCP) is a community school preparing community leaders. At Yellowstone, we inspire, empower, and invest in our students to achieve their highest potential and fulfill their intended purpose. Our model includes smaller class sizes (capped at no more than 20 students per class), and a culturally relevant, interdisciplinary experience that includes rigorous academics, strong character education, and a focus on parent and community engagement. YCP will grow by a grade level each year, eventually serving students in 5th-12th grade.

Yellowstone College Prep operates on a beautiful Third Ward campus built in 1927 that is less than half a mile from downtown Houston. As part of its unique program, YCP is co-located with Yellowstone Academy, a private Christian school that serves students in preK3 through 4th grade. This innovate public/private hybrid is the first of its kind in the state of Texas. These two schools will operate through a shared services agreement as they leverage the Academy's fifteen years of success and expand to serve nearly 1,000 students in pre-K through 12th grade within the next five years.

At Yellowstone, we believe that no significant learning can occur without significant relationships. Teachers will be supported by a school leadership model that includes a Superintendent, Head of Schools, Dean of Academics, and a Dean of Students. Collectively, the leadership team has over forty years of educational experience in Houston. We are building an incredible team of educators, and we invite you to join us.

Primary Responsibilities

The Special Education Department Chair will ensure special education services are provided for students with disabilities in compliance with district, state, and federal requirements. This position will serve as the head instructor for special education students and coordinate instruction with classroom teachers, assistants, and interventionist. In this role, you are expected to provide students with learning activities and experiences designed to help them reach their full potential. The Yellowstone College Prep teacher is *the* most vital role on the Yellowstone campus. Through the teacher's leadership, students will learn in a classroom environment that is academically rigorous, emotionally supportive, community-minded, and inspires excellence. Teachers must be knowledgeable in their content area, have a passion for working with students, and be ready to work hard on behalf of the Yellowstone College Prep mission and our families.

Core responsibilities include in this role include, but are not limited to:

Department Chair Responsibilities

- Monitor implementation of campus special education services to ensure compliance with district, state, and federal requirements
- Monitor implementation of campus ARD/IEP process/case manager system to ensure compliance with district, state, and federal requirements
- Review and analyze student performance data, LRE data, other campus special education data to ensure accuracy and compliance with district, state, and federal requirements
- Conduct regularly scheduled department meetings for staff on operating procedures/strategies for special education services
- Provide training/consultation for general and special education staff on ARD/IEP procedures/strategies for implementing Individualized Education Programs (IEPs) to ensure compliance with district, state, and federal requirements
- Act as liaison between administrators, campus departments, and staff to facilitate effective implementation of instructional services for students with disabilities
- Provide leadership for collecting and reviewing campus transition data for submission to TEA
- Coordinate the compilation of information related to litigation for TEA or OSEP complaints
- Provide information to parents and other persons regarding special education services
- Assist with the acquisition, distribution, and tracking of special education instructional materials/resources
- Perform other duties as assigned by the Head of Schools

Student Academic Performance

- Set ambitious targets for annual student achievement and track student progress towards these goals.
- Develop appropriate assessments to measure student understanding, and, as needed, create lessons and assessments for re-teaching concepts and objectives.
- Manage a gradebook and a cycle of grading/assessments that provides an accurate reflection of student performance throughout the school year.

Instructional Strategies

- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- Participate in ARD Committee meetings on a regular basis.
- Conduct assessment of student learning styles and use results to plan for instructional activities.
- Present subject matter according to guidelines established by IEP.
- Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and learning styles.
- Establish and communicate clear objectives for all lessons, units, and projects following guidelines established by the Texas Education Agency.
- Plan and conduct lessons with a balanced program of instruction, demonstration, and work time that provides students with opportunities to learn, observe, question, and investigate.
- Use technology to strengthen the teaching/learning process.
- As needed, plan and supervise assignments for instructional aides and classroom volunteers.

Student Growth and Development

- Observe and evaluate each student's academic performance, behavior, social development, and physical health.
- In addition to planning classroom lessons, organize and lead grade-level appropriate activities and field trips designed to promote academic, physical, mental, and social/emotional development.
- Meet with parents and guardians to discuss their student's progress, and to determine the priorities for their student's growth and success.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP

Classroom Management and Organization

- Create a classroom environment that is conducive to learning and appropriate for the physical, social, and emotional development of all students.
- Manage student behavior in accordance with the Yellowstone Student Code of Conduct.
- Intervene in crisis situations and restraining students as necessary according to IEP.
- Consult with classroom teachers regarding management of student behavior according to IEP.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and campus facilities.
- Maintain a classroom that is orderly, organized, and promotes student learning.
- Create and foster an environment that is culturally relevant, supportive of inclusion, and emphasizes character

Professional Growth and Development

- Maintain a professional relationship with colleagues, students, parents, and community members.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state and school regulations and policies for special education teachers.
- Attend and actively participate in faculty meetings and serve on staff committees as needed.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Participate in an instructional culture that values feedback, seeks out growth opportunities, fosters innovation, and always puts student achievement first.
- Perform other duties as required and assigned.

Yellowstone Values

Every employee at Yellowstone College Prep is committed to our PRIDE values:

Positive: At Yellowstone, we smile first. We are a positive presence on campus and extend a good-natured grace and enthusiasm in all personal interactions.

Responsible: We follow through on our promises and commitments. We own our actions and will never settle for less than our best effort.

Integrity: We demonstrate integrity in all circumstances and always put the best interests of the broader Yellowstone community first. We “walk the talk” and lead by example.

Determined: We anticipate and overcome challenges. We are resilient in the face of obstacles and are committed to the success of every member of the Yellowstone community.

Excellence: We hold everyone (families, students, colleagues) to the highest standard of excellence and constantly look for ways to enhance the Yellowstone experience.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience. Yellowstone College Prep offers a competitive benefits package that includes enrollment in the TRS retirement system, medical, dental, and vision insurance, and supplemental life and short-term disability insurance.

Application Process

To apply for this position, please complete the application at www.yellowstonecollegeprep.org. As part of this application, you will be asked to upload a resume and cover letter. Qualifying applicants will be contacted for the next stages of the interview process which will include an interview, sample teaching lesson, and other engagement with the campus.

YELLOWSTONE COLLEGE PREP IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY, WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION OR VETERAN STATUS.