



BISHOP DWENGER HIGH SCHOOL

Job Title: Special Education Lead Teacher, Moderate Program at Bishop Dwenger High School

Job Summary: Under the direction of the Director of Special Education, the Special Education Lead Teacher develops and provides specialized curricular instruction to meet the unique needs of students with moderate disabilities enrolled in the program; evaluates and assesses student progress against instructional objectives; provides daily activities improving independent and life skills practice.

Essential functions of the position may include, but are not limited to the following:

- Provides research-based specialized instruction to address the instructional goals and objectives contained within the student's ISP and in accordance with Indiana State Standards and the Diocesan Curriculum
- Assesses student progress and determines the need for additional reinforcements or adjustments to instructional techniques
- Employs various teaching techniques, methods and principles of learning to enable students to meet their individual goals
- Develops and updates regularly data tracking sheets to monitor progress on individualized and specific goals
- Works with the FWCS representative to develop student ISP- including present levels of performance, special education needs, instructional goals and objectives, and related services related to those goals
- Works cooperatively with special education staff and administration to promote integration of student goals through the development of instructional strategies and techniques
- Serves as primary contact with parent, as needed, through written or verbal means. Maintain documentation of parent communication
- Provides direction, supervision, and evaluation of educational assistants, as directed
- Complies with school and diocesan policies, rules and regulations
- Assist in the review of applications to enter the moderate program
- Work to purchase the necessary furniture and curricular materials to help the classroom efficiently operate and for learning to take place
- Devise and write the curriculum for the students in the program

Other functions of the position include, but are not limited to the following:

- Establishes student discipline in the classroom, school premises and during school functions/events
- Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with school/diocesan policies and procedures
- Collaborates and consults with educational professionals and community services providers (i.e., social services, public health, medical providers, etc.) regarding the needs of students, as needed
- Provide consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans, and other similar instructional interventions to meet the needs of students with disabilities serviced through the program

- Performs other comparable duties of like or similar nature apparent or as assigned
- Work collaboratively with the fellow staff members in the Special Education Department and Bishop Dwenger as a whole

Knowledge Skills and Ability Required:

- Minimum B.A./B.S. degree in teaching from an accredited institution in the appropriate special education area, master's degree preferred
- Current State of Indiana teaching license in required content area
- Thorough knowledge of the principles and methodology of effective teaching of students with moderate disabilities
- Thorough knowledge of school rules, regulations, and procedures; ability to establish and maintain standards of behavior
- Ability to effectively analyze needs and problems objectively
- Ability to establish and maintain effective working relationships with students, staff, parents, and administration
- Perform all other related work delegated or required to accomplish the objectives of the school program as a whole
- Knowledge of relevant technology including the use of personal laptops and assistive technology as needed
- Meet professional teacher education requirements of the diocese and of the state
- Knowledge and skills in working with students with Down syndrome, moderate to profound cognitive disabilities and emotional/behavioral disabilities
- Ability to assist students as they grow in all facets of the Mission of Bishop Dwenger; academic growth, spiritual growth, service to others, and involvement in activities
- Qualified teachers for this position will support the teachings of the Catholic Church
- Certification in restraint training (may be completed upon hiring)

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 50 pounds (and/or up to adult size body weight with two-to-three person transportation). Position can require some degree of physical interaction with students who have difficulty controlling physical behavior.

Application Process

All applicants interested in the position need to fill out the diocesan teacher application. It can be found at: <http://www.diocesefwsb.org/Teacher-Application>. All application materials, including a resume and cover letter, should be sent to the attention of Tiffany Albertson, Assistant Principal at Bishop Dwenger, 1300 E. Washington Center Road, Fort Wayne, IN 46825.