

Recruiter Information:

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Apply online @ www.sequelemployment.com

****This position is available July 2015.**

MINGUS MOUNTAIN ACADEMY

JOB TITLE: Special Education Coordinator

Job Responsibilities

- Supervise youth in order to observe or effect changes in their social behavior, and to maintain security for community protection.
- Stimulate interest and cooperation in individual and group classes and activities and observe youth behavior in response to treatment efforts.
- Prepare periodic and special evaluations through the Individual Service Plan (ISP) and IEP on the assigned youth, report significant changes in educational and social behavior and make recommendations for plan changes.
- Prepare individualized learning plans and instruct group's youth, providing in depth attention to students as necessary.
- Maintain proper norms and security of youth and provide crisis intervention as necessary.
- Communicate, orally and in writing all appropriate information, both within the classroom and outside the classroom (in the log and in youth charts) and to relevant outside agencies, including parents.
- Assess each student's learning style, design and implement curriculum, instructional strategies, and materials appropriate for the youth.
- Provide a learning environment to motivate youth.
- Ensure attendance of students in all classes and other activities and check on normative behavior.
- Complete all necessary paperwork to insure proper recording of student progress, including daily attendance records and progress reports.
- Maintain emergency lesson plans for use by substitutes.
- Maintain order in the classroom.
- Responsible for contributing to a positive and productive work environment.
- All other duties as assigned.

MINGUS MOUNTAIN ACADEMY (MMA)

Standards of Performance

The Teacher's performance will be rated based upon:

- Job knowledge/skills
- Productivity
- Dependability
- Interpersonal relationships
- Initiative
- Time Management
- Problem solving/decision making
- Self development

Education and Experience:

- Must be certified by the State Board of Education.
- Title I Teachers should be certified in Reading 7-12.
- Must be able to use standard office equipment, sit and/or stand for extended periods of time and physically restrain students if necessary.

Special Requirements:

- Valid Arizona driver license
- Able to satisfy MMERCI policy for hiring
- Knowledge of Arizona voucher process
- Individual judgment, discretion and decision making
- Evidence of teaching degree* and Arizona State Certification in area subjects (ARS 15 - 533 AZ).
- Related experience in providing education to adolescents with special needs.
- Evidence of continuing education through courses, seminars, workshops, etc.
- Creative, innovative, flexible but consistent, emotionally strong.