The Miriam Learning Center is a program designed for students aged 2 through 24 years who require therapeutic, academic, and/or social or emotional support because of difficulties related to speech, language, attention, academics, sensory or motor skills, social communication and other specific challenges. They may be receiving some special education services or none at all. Approximately 1200 students are served annually.

**POSITION:  SPECIAL EDUCATION CERTIFIED TEACHERS**

**STATUS**:  **PRN, AS NEEDED, DAYTIME AND AFTER SCHOOL HOURS AVAILABILILTY; MINIMUM OF TWO DAYS AVAILABILITY PER WEEK; MAX HOURS 29 PER WEEK**

**POSITIONS INCLUDE LONG-TERM SUBSTITUTE ASSIGNMENTS IN PARTNER (CHARTER) SCHOOLS**

**AND/OR**

**TUTORING CLIENTS, 1:1, IN ST. LOUIS CITY, ST. LOUIS COUNTY, AND SURROUNDING AREAS (elementary, junior, and high school) AT MIRIAM SCHOOL, LOCAL LIBRARIES, AND/OR HOMES.**

**QUALIFICATIONS:**

* Bachelor’s or Master’s degree from accredited school in Special Education
* Must have a **Missouri** certification in special education
* 3 years teaching experience in special education and/or general education preferred
* Experience in providing educational services to children and/or adolescents who have educational disabilities or learning difficulties.
* Ability to use computer and web based programs consistently including Outlook, Word, Excel, Sharepoint, and Spedtrack.

**REPORTS TO:  MLC SUPERVISOR**

**PAY:  $41 PER BILLABLE HOUR**

**POSITION SUMMARY:**

The special education teacher/tutor evaluates a student’s academic issues as they pertain to select school subjects and provides instruction to improve upon deficit areas. The special education teacher long-term substitute position provides direct or consult IEP minutes to students in accordance with their IEP goals and present level of performance. He/she may write and update the Individual Educational Plans and completes quarterly progress reports. Must feel comfortable taking charge in new situations and working independently. Must be able to respond to work requests very quickly via email or phone.

**RESPONSIBILITIES:**

1. To provide a professional assessment of each child’s weaknesses and strengths as they relate to school subjects and/or educational diagnosis.
2. For tutoring clients, assess both the child and family expectations of treatment, assist the family in reaching realistic goals for treatment and to help meet their goals.
3. For tutoring clients, provide appropriate treatment based upon a child’s academic assessment and track progress towards the student’s goals.
4. To maintain an online web based account for progress towards goals following each tutoring session.
5. If applicable, maintain contact with other professionals at Miriam Learning Center involved with the student to ensure coordinated treatment efforts.
6. For special education teacher subs in long-term positions, provide direct and consult services to students in accordance with their IEP’s.
7. As required, update students’ IEPs including present level of performance, appropriate measurable goals, and progress towards goals.
8. Attend IEP meetings, staff meetings, and trainings as requested by the partner school.
9. Operate as an employee of the assigned school(s).
10. Communicate with parents, staff, and other individuals involved with the students as deemed necessary.
11. Submit billing in a timely manner.
12. Any other duties as specified by the supervisor.