



CASE MANAGER & SPECIAL EDUCATION TEACHER

School-Year 2020-2021

Full-time, 10-month position

Start Date: Summer 2020

JOB PURPOSE

To foster the intellectual and personal growth of students with learning disabilities; and to understand and follow the mission of The Washington Latin Public Charter School.

QUALIFICATIONS

The successful candidate will demonstrate an ability to work with a range of students, parents, and fellow faculty within a diverse community and at times demanding environment.

ESSENTIAL JOB OBLIGATIONS

Instruction

- Provide special education instruction in accordance with IEPs
- Support and monitor special education students in pullout and/or inclusion setting
- Participate in the planning and/or delivery of general education assignments/course work.
- Design/implement transition services (for students 13.5 years old and older).

IEP Tasks

- Assist with the administration of annual academic testing
- Help develop IEPs
- Assist with scheduling of and take part in conferences.

Records/Reporting

- Generate documentation showing student progress towards IEP goals
- Write quarterly reports on student progress.

Professional Development

- Work with faculty and colleagues on the special education team to determine professional development needs
- Assist with the creation and delivery of professional development workshops for faculty

Qualified applicants should submit a résumé, letter, and list of references to jobs@latinpcs.org.

WHO YOU ARE

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

For Students

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one's classroom;

For Colleagues and Administrators

- ✓ Respect one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and

increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.

- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

APPLY NOW

Qualified applicants should submit a résumé, cover letter, and list of references to jobs@latinpcs.org.

[Read more](#) about Latin's model, teaching approach, and community on our website – www.latinpcs.org