



Job Title: Special Education Teacher	Reports To: Executive Director	
Start Date: July 2024	Duration: 11 months	FLSA: Exempt
NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We opened in August 2022 with 244 students in K-5. Following a slow growth model, we will grow to capacity with 796 students in K-8. In 2024-25, we will enroll 400 scholars.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: www.sagecollegiate.org.

About the Role

Our Special Education Teacher is responsible for the creation of, and execution of, Individualized Education Plans (IEPs) for special education students, scheduling and leading IEP meetings to ensure Sage Collegiate remains in compliance with appropriate timelines. Our Special Education Teacher is a critical member of our Special Education team and will work closely with the Executive Director and Manager of Student Services to ensure a strong foundation for our Special Education supports. The Special Education Teacher will work with Instructional Aides, specifically those that support students in Special Education.

Like all Sage Collegiate teachers, the Special Education Teacher is accountable for the creation of strong, intentional Individualized Education Plans and Progress Reports embodying our core tenant 'It Takes a Village' by building strong, positive relationships with scholars and families, using data to drive instruction and individualized support, and actively engage in collaboration with colleagues and professional development to improve their practices and skills.

All Founding Staff participate in a three-week Summer Staff Development, weekly Professional Development sessions, and Professional Development and Data Days throughout the year. The Special Education Teacher will work closely with the Executive Director and Manager of Student Services and will be a part of a hard-working, mission-driven team of educators.

Professional Responsibilities

- Assist in creation and execution of comprehensive Individualized Education Plans (IEPs)
- Schedule and lead IEP Meetings
- Support data collection on IEP goals.
- Collaborate with Instructional Aides and Regular Education Teachers to support Special Needs students.
- Create and execute engaging lessons that support all special needs such that they consistently meet and exceed their IEP goals.



- Collaborate with Student Support Services Providers and Lead Teachers in coordinating support schedules for all students with special needs.
- Manage parent relationships for all special education students.
- Complete other tasks as directed by Executive Director and Manager of Student Services
- Actively participate in regular Professional Development, including Summer Staff Development, weekly Grade Level Team Meetings (as needed), and ongoing Whole Team Professional Development
- Participate in additional school activities including field trips, intensive academic support sessions, and other required programs as needed throughout year.
- Willingness to work hard and the flexibility to work through challenges.
- Complete all tasks by given deadlines.
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission.
- Consistently model Sage Collegiate's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.)

Professional Requirements

- Bachelor's degree is required; Master's degree is preferred.
- Minimum of two years of teaching experience in Special Education in an urban public school is required.
- **Valid Nevada State Special Education certification is required.** (Evidence of having applied by June 1, 2024, is acceptable.)
- TESL Certification preferred but not required.
- Bilingual (English and Spanish) is preferred.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Commitment to Diversity

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.



Hiring Process

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of founding a third-year public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson/Observation with reflection and feedback session
For non-Instructional Roles: Performance Tasks with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we aim to complete the application process for candidates within a three-week timeline.

Salary & Benefits

The starting salary, with benefits, for this role is: \$45,000.

Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and retirement benefits. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

Application

To apply, send your resume and optional cover letter to Sandra Kinne, Founder and Executive Director by email at skinne@sagecollegiate.org with the subject line of the position for which you are applying.