

# Preschool Special Education Teacher

ADAPT Community Network

Queens, NY

Teacher

Full-time

Onsite

\$75,000 - \$75,000 a year\*

\* \$5,000 Sign-on bonus

Posted on March 31, 2025

---

## Job Description

### Why Join ADAPT?

It is more than a job; it's a calling. It is where passion meets purpose. ADAPT Community Network, formerly United Cerebral Palsy (UCP) of NYC (New York City) provides a multitude of services to people with developmental disabilities. At ADAPT, we are 3,000 strong, and it takes every one of us to empower the lives of the people we support. With care and great resources at hand, we know what it takes to help people live fuller, happier, healthier lives. Our employees show their commitment to the people we support every day, and we all deliver on our promise to provide innovative and comprehensive services to individuals with developmental disabilities.

For your next career move, apply with us at ADAPT Community Network! Wherever you work among our many locations around New York City, ADAPT offers paid training, competitive benefits, and we foster a team culture of learning, support, collaboration and career growth.

Â

### SUMMARY

Under general direction, is responsible for conducting educational classes for special education pre-school or Early Intervention, in accordance with the needs of the students and in accordance with the regulations and requirements of the applicable governmental and other regulatory agencies. Acts as team leader of each student's team. The Teacher is a management position and supervisory position. Is responsible for supervising Teacher Assistants assigned to his/her team. Interviews, effectively recommends hire, discipline termination, and suspension; resolving grievances, schedules, orient; responsibly directs; completes probationary and annual evaluations; and commends Teacher Assistants.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Special Education Teacher will include, but are not limited to the following:

- Plans and conducts classes/activities adapted to needs of students.
- Assesses and prepares IFSP/IEP's. Implements and evaluates short and long-term goals and objectives.
- Participates in activities pertaining to student transitioning.
- Participates in Initial Evaluations and Intake processes.
- Provides educational assessment and evaluation on students annually in all educational domains.
- Prepares and adapts all individual and group lesson plans and materials, equipment and furniture arrangement and necessary modifications of environment.
- Maintains records of daily attendance and progress. Writes periodic progress reports, annual reports and other data as requested.
- Ensures that services are rendered to students with utmost regard for their personal dignity, privacy and confidentiality.
- Participates in activities outside classroom where necessary, i.e. trips, pool, gym, libraries, lab, etc.
- Serves and participates as a member at interdisciplinary team meetings, Annual Reviews, Parent Meetings, Special Review Committee meetings, In-Services, etc. as required.
- Attends regular staff meetings, student reviews, district meetings and conferences.
- Orients, trains, evaluates, delegates, supervises work of and effectively recommends hiring, disciplining, suspending and terminating of Teacher Assistants assigned to his/her team.
- Obtains approval, requisitions and purchases class equipment and materials.
- Assists with transporting students between buses and building as needed.
- Implements universal precautions at all times.
- Assists with toileting, feeding and positioning students as needed.
- Attends supervisory and management meetings.
- Assists students on arrival and departure with their outer clothing as needed.
- Substitutes in another classroom as requested.

- Participates in in-service training programs as requested.
- Confers with director or other agency personnel regarding problems, questions and suggestions for programming or handling of students.
- Initiates precautions within established framework to assure that own work is completed in a manner free from recognized hazards.
- Attends parent meetings as requested. Confers with individual parents on program content and progress as it relates to their child.
- Assists with curriculum development.
- Provides supervision and training to student teachers.
- Keeps abreast of changes in field.
- Performs other related duties as requested.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, write, speak and understand English.
- Excellent oral and written communication skills
- Good organizational skills and ability to meet deadlines.
- Proficiency in the use of a personal computer and appropriate software
- Good interpersonal skills necessary to interact effectively with coworkers, employees, children and their parents and outside contacts.
- Must maintain confidentiality of student's records
- Must maintain confidentiality of staff records
- Ability to analyze problems and determine corrective measures.
- Must be available Monday-Friday, 8am-3pm

## **EDUCATION and/or EXPERIENCE**

- Master's Degree in Special Education
- New York State Certification in Special Education Early Childhood (Birth-2nd Grade)
- Meet all additional NY State Certification requirements.

**- OR -**

- Bachelor's Degree and currently obtaining your Master's Degree and/or Special Education Certification, you would qualify to work as a Special Education Teacher on a Study Plan.

**COMPENSATION:** Starting at \$75,000 Annually + Industry-Leading Benefits & a \$5,000 SIGN-ON BONUS after 6 months of consecutive employment!

**At ADAPT, we value diversity, equity, inclusion, accessibility, and belonging.** We strive to ensure that our employees are comfortable bringing their whole, authentic self to work and that the people we support can also be their authentic selves. We value diverse backgrounds, opinions, ideas, and ways of thinking. We aim to build an inclusive and diverse workforce that is empowered and supported with leaders who create diverse and inclusive teams. We continuously seek opportunities for the organization to foster a more positive, respected, united, and collaborative culture.

ADAPT Community Network is proud to be an equal opportunity employer and is committed to creating an inclusive environment for all employees. Qualified candidates of diverse ethnic and racial backgrounds and status are encouraged to apply for vacant positions at all levels.

## Application Instructions

Please apply here: <https://adaptcommunitynetwork.org/openpositions/?department=Education>