



Special Education Lead Teacher

Location: 3049 East Genesee St. Syracuse, NY (On-Site)

Job Type: Full-time or Part-time

FLSA Status: Exempt

Schedule:

- Full-time: Mon-Fri: 8:15am-3:00pm, plus additional hours for planning and meetings
- Part-time: Mon, Tue, Thu, Fri: 8:15am-11:45am, Wed: 8:15am-3:00pm, plus 2-3 hours/week for planning and meetings

Pay:

- Full-time: \$57,145/10 months, 37.5 hours/week, \$65,936 annually if working full-time through summer
- Part-time: \$34,287/10 months, 24 hours/week

Job Type: 10-month school-year position (optional summer hours)

Compensation is pre-determined based on our salary structure and is non-negotiable.

* This position starts in September 2026 *

About Jowonio

Jowonio School is a nonprofit inclusive preschool in Syracuse, NY with a mission to provide model programs for young children where diversity is celebrated and all are free to learn and grow. Since 1969, Jowonio has been a pioneer in inclusive education, bringing together children of all abilities in the same classrooms and providing individualized supports so every child can fully participate. Our educators, therapists, and families work together to support the whole child while fostering a welcoming community where differences are valued and every child belongs.

Position Summary

The Lead Special Education Teacher is responsible for providing educational leadership and implementing a developmentally appropriate, inclusive early childhood program for children with and without disabilities. This role involves designing and managing a structured yet flexible classroom environment, supervising classroom staff, collaborating with families and interdisciplinary teams, and ensuring compliance with educational and regulatory requirements.

Essential Duties and Responsibilities

Classroom Leadership & Instruction

- Design, implement, and manage a classroom environment that supports developmentally appropriate goals in behavior, communication, socialization, pre-academic skills, and life skills for all children, including those with special needs.
- Plan and lead daily programming that balances child-initiated and teacher-directed activities.

- Implement individualized instructional strategies and adaptations to meet the needs of students with Individualized Education Plans (IEPs).

Assessment, Documentation & Reporting

- Assess each child's current level of functioning on an ongoing basis using established evaluation tools and observation.
- Develop, update, and implement IEPs in collaboration with parents, related service providers, and interdisciplinary team members.
- Maintain accurate and timely documentation of student progress.
- Prepare and submit progress reports for parents, school districts, and external agencies.
- Develop student portfolios for children transitioning to other educational programs.
- For students without IEPs, assess skill development, document progress, write annual progress reports, and conduct parent conferences at least twice per year with written documentation.

Family & Community Engagement

- Build warm, collaborative relationships with families and foster a strong sense of classroom community.
- Communicate regularly with parents or parent surrogates through written communication, phone calls, home visits, school observations, and open houses.
- When appropriate, design and support home-based training programs in partnership with families.
- Participate in family engagement activities, including open houses, school events, and community programs.

Team Collaboration & Supervision

- Provide leadership, supervision, and support to assistant teachers, teacher aides, interns, and volunteers.
- Coordinate and collaborate with in-school support services, including speech and language therapy, occupational therapy, physical therapy, and other related services.
- Lead and actively participate in weekly meetings, including:
- Child support meetings with related service and administrative staff (and families when appropriate)
- Classroom planning meetings
- Weekly school-wide in-service meetings

Professional Development

- Engage in ongoing professional development through workshops, conferences, staff in-services, coursework, and special projects.
- Maintain required certifications, credentials, and training relevant to the position.
- Other duties may be assigned as necessary.

Qualifications

- NYS Teacher of Students with Disabilities (Birth – Grade 2) certification is required
- Bachelor's or Master's degree in Early Childhood Education or related field is required
- Experience in inclusive or early childhood settings is strongly preferred

- Excellent communication, organizational, and collaboration skills

Physical Requirements

- Frequent movement throughout the school building, including classrooms, offices, and playground areas.
- Occasional lifting, carrying, or moving of materials and equipment up to 25 pounds.
- Ability to engage in floor-level and outdoor interactions with young children.
- Sufficient vision and hearing to observe, communicate, and maintain safety within a classroom and community setting.
- Capacity to manage occasional high-stress situations calmly and professionally, including crisis intervention or emergency response.

Why Join Jowonio?

At Jowonio, your work directly supports children and families in our community. You'll join a collaborative leadership team that values transparency, innovation, and continuous improvement while helping guide the financial future of one of Central New York's most respected nonprofit organizations.

To learn more about us, please visit www.jowonio.org

Jowonio School is an Equal Opportunity Employer and is committed to building a diverse and inclusive workplace. We welcome applicants from all backgrounds and encourage individuals who share our mission to apply.

Benefits

- School calendar schedule (holidays and school breaks)
- Up to 3 weeks of PTO
- Medical, Dental and Vision insurance options if working 30+ hours per week
- Company paid life, AD&D, and long-term disability insurance
- Flexible spending account (FSA) for medical and dependent care
- Employee Assistance Program
- 50% tuition discount for children attending Jowonio programs
- 401(k) plan plus company match
- Professional development opportunities
- Collaborative and mission-driven work environment