



# INDEPENDENT SCHOOL DISTRICT NO. 695

**POSITION: Special Education Teacher**  
Direct Supervisor: Building Principal

## *Qualifications & Requirements*

1. Current Minnesota Special Education Licensure [or ability to gain a variance in Special Education]
2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.
3. Ability to follow directions from a supervisor, and be a self-acting, quality-conscious worker who improves his/her performance each day.
4. Highly resourceful team player, with the ability to also be extremely productive independently.
5. Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; ability to meet all deadlines.
6. Proficiency in educational technology.
7. Tact, integrity, and the ability to maintain the confidential nature of various records, reports, and discussions.
8. Ability to communicate effectively both orally and in written form.
9. Experience with Restorative Practices or Positive Behavioral Interventions and Supports (PBIS) preferred.
10. Desire to serve on committees or accept coaching positions preferred.

## *General Duties & Responsibilities*

1. Develop and implement lesson plans that accommodate diverse learning styles and meet state benchmarks
2. Establish clear expectations for student behavior to maintain a respectful and productive classroom culture.
3. Administer formative and summative assessments; use data to differentiate instruction.
4. Collaborate with staff to develop and implement timely Individualized Education Plans.
5. Maintain regular contact with parents/guardians regarding student progress via conferences, email, and digital portals.
6. Actively participate in Professional Learning Communities, staff meetings, and professional development.
7. Ensures school-wide safety by adhering to active supervision protocols in non-instructional spaces; demonstrates visibility to proactively de-escalate conflicts, enforce hallway regulations, and serve as a reliable point of contact for students and staff.
8. Support the development of daily assignments for para professionals.
9. Other duties as assigned.

## *Employment Details*

- **Standard Hours:** Per Education MN - Local Union Bargaining Unit Contract

Updated April 2026

AN EQUAL OPPORTUNITY EMPLOYER