



## Special Education Teacher

### Job Description

<b>Reports To:</b>	Building Principal
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certified Staff
<b>Starting Pay Range:</b>	\$44,683-\$80,456
<b>Location:</b>	Onsite
<b>Position Summary:</b>	The Special Education teacher will provide instruction to students with identified special education needs and strategically support the general education staff with implementation of Individualized Education Plans. The majority of our special education teachers co-teach in either Math or ELA. They work relentlessly to help all special education students access grade level material. The Special Education Teacher will work under the direction of the Principal and in close collaboration with the rest of the Special Education Team, the Dean of Students, classroom teachers, and advisors.

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### ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

#### Prove the Possible

- Student achievement is our number one job

#### Drive Results

- Ensure high standards for student behavior and performance
- Deliver well-planned, rigorous, and meaningful lessons
- Use data to inform instruction

#### Build Relationships

- Exhibit a high degree of professionalism in all elements of this position
- Serve as a positive force committed to our mission

- Connect with students and families so as to realize our mission

### **Support students with Identified Special Needs**

- Write, implement, and track the goals for students with Individualized Education Plans (IEPs)
  - Assist in the initial and three year re-evaluation of students to determine qualification and need for special education services including conducting achievements testing, data collection, observations, interviews, and completing functional behavior assessments
  - Provide direct academic and behavioral instruction and support for students with learning needs in the general education classroom
  - Provide individual and group support for the development of social/emotional skills
  - Work closely with other members of the Student Support Team (Dean of Students, ELD teacher(s), paraprofessional(s), and school and network administration) and general education staff to ensure high quality service is being provided for identified students
  - Maintain compliant special education records
  - Perform other duties as required and assigned
- Teachers must demonstrate knowledge and support of Hiawatha Academies' mission, equity vision, core values, and beliefs

*\*Perform other duties as required and assigned*

### **QUALIFICATIONS GUIDE:**

**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.

#### **Education & Experience:**

- Bachelor's Degree
- MN Teaching License: Special Education EBD, LD, or ABAS (dual license preferred)
- Experience working with students with learning and emotional-behavioral needs
- Training or willingness to be trained in Crisis Prevention Intervention (CPI)
- Experience working with students of color or students growing up in low-income households
- Excellent oral and written communication and interpersonal skills and ability to build trust with colleagues, students, and families
- An ability to learn quickly and adapt in the face of challenges
- An ability to lead and to follow
- Excellent judgment in decision-making
- Must have a growth mindset
- Cultural awareness of self and others

- Ability to understand, appreciate, and interact within various cultural context
- A willingness to go above and beyond to do whatever it takes to ensure the highest level of service for our scholars
- A clear record of achieving significant gains with their students and have a strong belief that they can help close the opportunity gap for all

**Other Qualifications:**

- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.
- Bilingual or multilingual (Oromo, Amharic, Spanish, Somali, and / or Hmong)
- A minimum of 2 years teaching in a high-need school with demonstrated student results
- Experience teaching English Language Arts and/or Math
- Knowledge of Special Education law and Due Process compliance
- Knowledge of writing and implementing IEPs
- Knowledge of MN EBD and/or SLD criteria and the evaluation process including: conducting Functional Behavior Assessments; understanding the use of Positive Behavior Supports; knowledge of how to write a Behavior Intervention Plan

**Knowledge:**

- Knowledge of adolescent development and developmentally appropriate learning experiences for adolescents
- Knowledge of applicable school policies and procedures

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the grade level team and/or principal regarding questions and concerns

- Organized
- Openness to differing views and objectives
- Excellent judgment in decision making
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**Physical Demands:**

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 essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Classroom environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Anti-Discrimination Policy and Commitment to Diversity:**

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").