



Special Education Teacher

Job Description

Reports To:	Building Principal
FLSA Status:	Exempt
School Classification:	Certified Staff
Starting Pay Range:	\$45,577 - \$82,065
Location:	Onsite
Position Summary:	<p>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.</p> <p>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</p>

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

- Provides academic instruction to students receiving special services in collaboration with the Special Services team
- Writes, implements, and tracks goals of students with Individualized Education Plans
- Supports general education staff with implementation of students' Individualized Education Plans
- Assists in initial and re-evaluation of students to determine qualification and need for special services

- Supervises students and assists them with social, emotional, and behavioral management skills
- Maintains confidential student information and compliant special education records
- Communicates with and assists parents, teachers, other support staff, and school leadership in line with the school's core values

Other Duties

- Attend meetings, workshops or training sessions as directed by the principal
- Perform other duties as 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:

- Any combination equivalent to graduation from high school
- Bachelor's degree and MN teaching license in EBD, LD or ABAS (dual license preferred)
- Two (2) years of experience working with students with learning and emotional/behavioral needs preferred

Other Qualifications:

- Training or willingness to be trained in Crisis Prevention Intervention
- 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.

Knowledge:

- Knowledge of special education law or experience working with identified special needs
- Knowledge of due process compliance
- Knowledge of writing and implementing Individualized Education Plans
- Knowledge of MN EBD and/or SLD criteria and the evaluation process
- 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 special services 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

Equal Employment Opportunity Statement:

Hiawatha Academies is committed to providing a workplace free from discrimination and harassment. In accordance with Title VII of the Civil Rights Act of 1964, we do not discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), or national origin. We value diversity and strive to ensure equal opportunity for all employees and applicants.