

**INDEPENDENT SCHOOL DISTRICT NO. 319
NASHWAUK-KEEWATIN PUBLIC SCHOOLS**

Adopted: November 20, 2023

Job Title: Special Education Teacher

Supervisor: Building Principal

Salary/Pay: As determined by Master Agreement

Purpose: Performs difficult professional work providing a broad range of teaching and direct instructional services or specific learning programs, assisting students to develop skills, attitudes and knowledge needed as a foundation for future learning in accordance with each student's ability, using a variety of teaching and learning methods at various levels to a targeted audience, and related work as apparent or assigned. Work is performed under the limited supervision of the building principal. Continuous oversight is exercised over paraprofessional.

Essential Duties and Responsibilities

- Delivers classroom and individualized instruction according to curriculum and/or plan guidelines by implementing instructional activities that contribute to a climate where students are actively engaged in a meaningful learning experience and adhere to the district philosophy and vision.
- Ability to develop evaluation plans and use assessment tools to determine student eligibility for specialized education.
- Prepares instruction and lesson plans related to individualized goals and objectives on IEPs.
- Maintains effective and efficient student records procedures concerning attendance, testing, behaviors, progress, and related academic information.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles and special needs; makes referrals as appropriate.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process. Assists in assessing changing curricular needs and offers plans for improvement.
- Communicates effectively, both orally and in writing, with students, parents and other professionals on a regular basis on matters concerning student behavior, abilities, school programs, and academic programs; effective written communication skills related to writing Individual Education Plans and Educational Evaluations.
- Monitors students' behaviors in and outside of the classroom and intervenes or refers students to appropriate personnel.
- Attends staff meetings to assist in curriculum development, developing individualized action plans, discuss student progress, and develop related programs.
- Assists in supervising school day and extra-curricular student activities and events.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students (including student data), parents, peers, administration and community.

- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Assists and organizes the work of paraprofessionals working in program areas.
- Establishes and maintains cooperative working relationships with students, parents, administration and community. Assists with personal care of students on caseload when needed.
- Assumes responsibility for meeting his/her course, grade and school-wide student performance goals.
- Demonstrates gains in student performance.
- Attends workshops, seminars and conferences as well as staff, department, curricular development and committee meetings and staff development sessions as required.
- Meets professional obligations through efficient work habits such as.
- Use relevant technology to support instruction; proficiency in the use of software related to due process. Comprehensive understanding of federal and state special education statutes and rules.
- Ability to organize and run team meetings related to due process mandates for students in special education. Performs other duties of a similar nature or level.

Position Qualifications

- Minimum qualifications of a BS/BA degree and appropriate Minnesota certification are required.
- Attention to detail and accuracy is required.
- Thorough knowledge content of specialty area; thorough knowledge of appropriate level of education principles, practices and procedures;
- Thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of prescribed school board policies and procedures;
- Thorough skill in oral and written communication; thorough skill using personal computers and related software packages, hardware and peripheral equipment related to classroom instruction;
- Thorough knowledge of maintaining various electronic and paper records;
- Thorough knowledge of school district operations, regulations and procedures;
- Ability to understand developmental appropriateness of materials and behavior;
- Ability to establish and maintain standards of behavior;
- Ability to deliver and articulate oral presentations and written reports;
- Ability to establish and maintain effective working relationships with other staff, students and parents.

Personal Characteristics

Respects students.

Creates a sense of community and belonging in the classroom.

Warm, accessible, enthusiastic and caring.

Has high expectations for all students.

Has his/her own love of learning and inspires students with his passion for education and for the course material.

Skilled leader.

Flexible.

Collaborates with colleagues on an ongoing basis.
Maintains professionalism in all areas.