

1001 5th Ave. South East
Little Falls, MN56345



I.S.D.No. 482

Est. 1855

Human Resources
320-632-2006

Position Title: SPECIAL EDUCATION TEACHER

Terms of Employment

Duration:	182 days (approx.)	Sick Leave:	per contract
Work Week:	7.5 hours/day	Fringe Benefit:	per contract
Salary Range:	EMLF Contract	Vacation:	per contract

Reports to: Building Principal and Special Education Director

Supervises: Educational Paraprofessionals

General Summary or Purpose Of Job:

To develop programming and provide specialized instruction to students with Individual Education Programs (IEPs). Programming must be based on each students' educational needs, include appropriate accommodations and/or modifications, and allow students to make progress toward their educational goals.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Determines specific needs of students with disabilities in the areas of academics, social skills, behavioral skills, functional/adaptive skills, and post-secondary transition skills (when applicable). Document needs in the IEP.
2.	Determine needs for appropriate supports in the classroom, which may include the use of paraprofessional support. Document needs in the IEP.
3.	Evaluate students per due process requirements to determine whether they meet Minnesota eligibility criteria for special education and determine educational needs for each student.
4.	Complete progress reports per due process requirements and collect data to determine progress.
5.	Utilize a variety of strategies, materials, instructional levels, and resources to ensure students receive appropriate specialized instruction that meets their educational needs.
6.	Provide direct instruction to students designed to increase their academic, social, behavioral, functional/adaptive, and secondary transition skills (when applicable), and document instructional plan in the IEP.
7.	Provide direct services and supports designed to support students' post-secondary transition goals (when applicable), and document services and supports in the IEP.

8.	Provide direct instruction and supports designed to assist students in developing and maintaining appropriate and safe behaviors in the school setting, and document plans related to behaviors in the IEP.
9.	Collaborate with and obtain feedback from general education teachers, special education teachers, and related service providers to assist students in making adequate progress toward their IEP goals.
10.	Communicate with parents per due process requirements, including information about special education eligibility, educational needs, IEP content and development, student progress on IEP goals, and parental rights.
11.	Facilitate IEP meetings and document the outcome/discussion at each meeting.
12.	Supervise paraprofessionals working with students on caseload. Collaborate with the building Principal and Director of Special Education regarding assignment, duties, and evaluation of paraprofessionals.
13.	Complete attendance, grading, and other record keeping related to students with IEPs on caseload.
14.	Adhere to all applicable federal and state due process requirements including, but not limited to, completing due process paperwork within required timelines, maintaining confidentiality, and maintaining data on student progress.
15.	Other duties as assigned by the building Principal or Director of Special Education.

Minimum Qualifications:

(Necessary qualifications to gain entry into the job, not preferred or desirable qualifications)

- Bachelor's Degree in Education
- Excellent skills in working with students with a variety of academic, social, and behavioral needs
- Exemplary skills in collaborating with colleagues and supervisors
- Strong oral and written communication skills
- Strong work ethic
- Ability to work independently when needed

Certification or Licensing Requirements (Preferred - prior to job entry):

- Minnesota Department of Education Licensure in Special Education

Knowledge Requirements:

Requires knowledge of:

- Training and/or experience with a variety of technology tools including word-processing, Excel spreadsheets, SpEd forms, iPads, SmartBoards, and assistive technology.
- Training and/or experience in the use of assessment software.
- Knowledge of applicable federal and state due process requirements

Skill Requirements:

Skilled in:

- Oral and written communication
- Organization
- Interpersonal skills
- Maintaining confidentiality