



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1810 • FAX (907) 442-2172

JOB DESCRIPTION

TITLE: Special Education Teacher

QUALIFICATIONS:

1. Master's degree in Special Education preferred.
2. Valid Alaska Type "A" teaching certificate with special education endorsement required.
3. Extensive experience with computerized IEP programs required.
4. Knowledge and experience with Alaska's special education compliance requirements required.
5. A minimum of five years experience in the delivery of special education services, with a minimum of three years in rural Alaska preferred.
6. Must be willing to travel to village sites.

REPORTS TO: Director of Special Programs

JOB GOAL: To maximize the Northwest Arctic Borough School District's ability to provide quality special education services to students, following compliancy and best educational practices.

PERFORMANCE RESPONSIBILITIES:

The special education specialist's responsibilities include, but are not limited to the following:

1. Act as a resource for all special education teachers in the district by traveling to sites, video, and audio delivery as directed by Director of Special Programs;
2. Provide fill in services for sites that may have long-term absences of special education teachers or no certified special education teacher on site.
3. Assist sites in designing and implementing special education Individual Education Plans (IEPs);
4. Train special education staff regarding special education compliancy requirements as assigned;
5. Assist special education teachers with strategy specific ideas for students receiving special education services;
6. Provide regular education staff with training for specific strategies that will help them assist students who receive special education services in their classrooms;
7. Maintain, roaster and monitor online special ed programs.
8. Maintain PowerSchool Special Education updates as needed.
9. Assist with special education compliance monitoring.
10. Other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: Salary and work year to be established by the NWABSD Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

**AN AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER
APPLICATION FROM MINORITIES ARE ENCOURAGED**