



April 2025

Immediate Supervisor	Director of Special Services	FTE	1.0	FLSA Status	Exempt
Position Summary					
The Special Education Lead Teacher provides support to the Director of Special Services and Special Education Department with a broad spectrum of due process and instructional support. Responsibilities include participating in department meetings, serving as the Administrative Designee in IEP meetings, supporting the paraprofessionals, and responding to student behaviors. This person is knowledgeable of special education law, organized, flexible, demonstrates strong problem-solving skills and has the ability to multitask as they serve the department.					

Essential Duties and Responsibilities:

- Works with the Director of Special Services in shaping the department's instructional culture and due process procedures.
- Actively participates in Professional Learning Committees (PLCs) to increase student learning, rigor, and differentiation.
- Demonstrates knowledge of resources for classroom instruction, curriculum resources and state standards and benchmarks.
- Demonstrates knowledge of students' developmental learning, skills, abilities, and cultural heritage.
- Assists special education staff in responding to student behaviors.
- Coordinates and facilitates initial evaluation planning meetings.
- Attends IEP and evaluation results meetings as the Administrative Designee.
- Communicates with families in culturally-appropriate ways regarding special education programs and responds to family concerns to successfully engage families in the process.
- Serves as a resource for special education staff regarding the completion of due process paperwork according to compliance guidelines.
- Works with the District Assessment Coordinator to ensure state and district testing accommodations are in place.
- Collaborates with the Director of Special Services in the development and adjustment of the paraprofessional master schedules.
- Oversees the paraprofessional master schedules and adjusts schedules when there are paraprofessional and/or students absences to ensure appropriate coverage of student needs.
- Collaborates with paraprofessionals to ensure completion of substitute folders.
- Provides input to the Director of Special Services in determining appropriate and meaningful professional development opportunities for special education staff.
- Mentors new paraprofessionals.
- Completes assigned tasks in an organized and efficient manner as set by the Director of Special Services.
- Performs other duties of a comparable level or type, as required.

- Follows PACT policies and procedures, adhering to the mission and values of the district.
- Shows professionalism through respect, integrity and maintaining confidentiality.
- Participates in a professional community where colleague relationships are characterized by mutual support and cooperation.
- Demonstrates continued professional growth through participation in continuing education courses, professional activities, and/or organizations.
- Grows and develops professionally by welcoming feedback on performance.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> • Master's Degree in Special Education or related field (preferred) • MN Special Education Teaching License in Special Education or related field • Three or more years of experience in special education (preferred) • Extensive knowledge and experience in special education law and due process requirements • Experience with Microsoft Office, Google Suite, SpEd Forms and Infinite Campus is preferred • CPI Training 	<ul style="list-style-type: none"> • A mission-driven individual with a belief in and commitment to PACT's mission, vision and character-traits. • Excellent verbal and written communication skills. • Ability to effectively present information and respond to questions from staff, parents and students. • Ability to appropriately communicate and work with a diverse workforce professionally and collaboratively to achieve common goals. • Self-starter who can work with minimal supervision, think critically and effectively problem solve. • Ability to organize and manage large projects and set goals to reach completion. • Performing job assignments that require attention to detail, precision and accuracy. • Ability to develop, monitor and adhere to deadlines. • Knowledge of FERPA laws and ability to maintain confidentiality with student and staff information. • Knowledge/understanding of laws, rules, and regulations affecting district/department personnel and operations and the ability to apply them with good judgement in a variety of situations.

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Employee Signature

Date

Direct Supervisor Signature

Date

Human Resource Specialist Signature

Date