

POSITION DESCRIPTION

Special Education Teacher

SECTION I: GENERAL INFORMATION

Position Title: Special Education Teacher	Department: Student Services
Immediate Supervisor's Position Title: Principal	FLSA Status Exempt
Salary Range: \$46,744 to \$107,076 Annually	
<p>General Summary of Purpose of Job: Provide specialized instruction, modifications and accommodations to students with disabilities. Follow all due process requirements under the Individual with Disabilities Education Act and Every School Succeeds Act. Work collaboratively with building staff. Provide direction to Paraprofessionals on day-to-day activities for student achievement. Participate in IEP meetings and facilitate communication between staff and families if necessary.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Plan and prepare for standards-based curriculum, instruction and assessment. Plan and conduct activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to observe, question and investigate.
2.	Instruct students individually and in groups, using various teaching methods. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
3.	Observe and evaluate students' performance, behavior, social development, and physical health.
4.	Deliver the district's written, taught and assessed curriculum.
5.	Communicate with parents and guardians to discuss their children's progress, and to determine priorities for their children's social, emotional and academic growth. Attend Conferences and evening duties as assigned and described in the master contract.
6.	Create a positive environment to ensure successful learning for all students.
7.	Meet with parents and guardians to discuss their children's progress, and to determine priorities for their children's social, emotional and academic growth.
8.	Partner with parents or guardians, teachers, counselors, and administrators in order to support students' academic and social-emotional development.
9.	Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.

10.	Adhere to staff and program guidelines and district procedures and policies.
11.	Support the district's mission, vision, values and strategic plan.
12.	Guide and counsel students with adjustment and/or academic issues or special academic interests.
13.	Administer standardized, formative and state mandated assessments and interpret results to determine student strengths and areas of need.
14.	Demonstrate prompt, regular and reliable attendance
15.	Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	Bachelor's Degree in Special Education or a related field
PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:	
<ul style="list-style-type: none"> Five years of successful teaching experience 	

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:	
<ul style="list-style-type: none"> Valid Minnesota Teaching License or five (5) or more years of teaching experience 	
Licensure Requirement (State Law):	
<p>In accordance with Minnesota Statutes, section 122A.261, educators working in public preschool, School Readiness, and Voluntary Prekindergarten (VPK) programs within school districts and charter schools are required to hold a valid Minnesota teaching license by July 1, 2028.</p> <p>Educators with five (5) or more years of relevant teaching experience prior to September 2028 may qualify for an exemption under this law.</p>	

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK	
Knowledge	
<ul style="list-style-type: none"> Current Minnesota Teacher licensure in Special Education. Excellent communication skills with families, students and staff. Sensitivity and compassion for the needs and issues for families and students with disabilities 	
Skills	
<ul style="list-style-type: none"> Effective written and verbal communication skills Strong organizational and presentation skills Strong skills in differentiated instruction Skills in behavior management and classroom management Skills in data-driven decision making Skills in technology integration Demonstrated leadership skills 	
Abilities	

- Ability to work collaboratively and cooperatively with administrators, teachers, staff, and students
- Ability to meet the instructional needs of a diverse group of students
- Ability to promote strong student learning outcomes
- Ability to develop and maintain positive professional relationships
- Ability to analyze, prioritize, and implement plans in a timely and professional manner
- Commitment to professional development and continuous growth
- Demonstrated prompt, regular, and reliable attendance

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Work is generally characterized as **Light to Medium Work**, requiring frequent standing, walking, bending, reaching, and kneeling. The position involves occasional lifting, carrying, pushing, or pulling of materials and equipment, and may include lifting children or assisting with mobility, generally up to 30–40 pounds. The role requires active engagement in classroom, play, and care routines throughout the day.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by MS 12/22/2025

Reviewed/updated: CC 1/6/26

Reviewed/updated: