

Job Description

Job Title:	Special Education Teacher
Employment Location:	Circle of Nations School Sequoyah Hall 832 North 8th Street Wahpeton, ND 58075
Department:	Special Education
Immediate Supervisor:	Special Education Lead Teacher
Pay Status:	Exempt
Calendar Classification:	9 Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Current North Dakota Teaching Certificate, BA/BS degree in education, and such alternative to the above qualifications as the school board may find appropriate and acceptable. Must possess North Dakota credentials in specific learning disabilities and emotional disturbance. Additional special education credentials are beneficial. Must possess a valid driver's license.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to 20 lbs of force occasionally and up to 10 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Curriculum and Instruction

- The teacher will implement the Individual with Disabilities Education Act (IDEA) regulations with fidelity.
- The teacher will case manage an assigned caseload and be responsible for the development, implementation and monitoring of the individual education program (IEP) for their caseload students.
- The teacher will be responsible for conducting evaluations/reevaluations of students to determine eligibility for special education services within the IDEA mandated timelines.
- The teacher will be responsible for completing progress reports on IEP goals for their caseload students utilizing data to measure student progress.
- The teacher shall be responsible for the implementation of scientifically proven effective instructional and intervention strategies when instructing students.
- The teacher will utilize technology to enhance lessons and increase student learning.
- The teacher will demonstrate an appreciation for Native American culture and connect culture to student learning.

- The teacher must correlate individual instructional objectives with the philosophy, goals, and objectives stated for the school.
- The teacher will cooperate with other members of the staff and/or district personnel in planning instructional goals, objectives, and methods.
- The resource room teacher will be responsible for developing and maintaining a classroom environment which reflects the teacher's unique talents and skills and, at the same time, meets the school's curriculum objectives within the limits of available resources.
- The resource room teacher will be responsible for preparation for assigned classes and providing required documentation to the immediate supervisor in accordance with lesson plan policies.
- The inclusion teacher will work collaboratively with the general education teachers to ensure that the IEP is implemented.
- The inclusion teacher will support the instruction of the general education teachers in their assigned classrooms.

Teamwork and Collaboration

- The teacher will attend and participate in the weekly special education team meetings and participate in faculty, department and school meetings.
- The teacher will provide materials and equipment necessary for supplemental instruction and train others how to use when necessary.
- The teacher will assist in the selection of textbooks, equipment, and other instructional materials.
- The teacher will be responsible for planning and supervising purposeful assignments for paraprofessionals, student teachers, interns and/or volunteers.
- The teacher will be responsible for establishing and maintaining a cooperative professional relationship with other staff members.

Communication and Documentation

- The teacher will assess the accomplishments of students on a regular basis and provide progress reports as required.
- The teacher must be accessible to students and parents for educational related purposes outside the in-school workday, under reasonable terms.
- The teacher will be responsible for establishing and maintaining open lines of communication with students and their parents/guardians concerning academic and behavioral progress.
- The teacher will be responsible for maintaining records as required by law, school policy, and administrative regulations.
- The teacher will interact with students, school staff personnel, and the public in a professional manner.
- The teacher must demonstrate effective oral and written communication.
- The teacher will accurately document IEP service times on service contact logs and prepare them for archiving.
- The teacher will contribute to annual audit preparation and other special education program requirements as a team member.

Training and Professional Growth

- The teacher must be trained in Crisis Prevention Intervention (CPI).
- The teacher will provide for professional growth through a continuous program of evaluations, professional materials, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- The teacher will participate in parent training activities and presentations.

Supervision/Safety/Student Management

- The teacher will meet the assigned students at the times designated by the immediate supervisor.
- The teacher must take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- The teacher will be responsible for assisting the administration in implementing policies and/or rules governing student conduct and developing reasonable rules for behavior. Maintains order in a fair and just manner.
- The teacher will perform other tasks and assume responsibilities of a professional nature as assigned by the superintendent/principal of the school and his/her designee.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

_____ Date _____ Date _____ Date _____ Date