



CANNON VALLEY Special Education Cooperative

SPECIAL EDUCATION TEACHER POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title:
Special Education Teacher

Immediate Supervisor's Position Title:
Executive Director and Program Coordinator

Job Summary: Under the direction of the Executive Director and Program Coordinator, the Licensed Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities, evaluates and assesses student progress against instructional objectives, and functions as IEP Manager to assigned students.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Develops and delivers specialized instruction to students with disabilities
Percent of Time:	60	

Tasks involved in fulfilling above duty/responsibility:

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Delivers classroom and individualized instruction according to curriculum and/or plan guidelines by implementing instructional activities that contribute to a climate where students actively engage in a meaningful learning experience and adhere to the Cooperative philosophy and vision.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods, and learning principles to enable students to meet their IEP goals.
- Uses appropriate instructional technology to enhance student learning.
- Ensures student growth and achievement are continuous and appropriate for age group and subject area.
- Researches and prepares instruction and lesson plans related to individualized goals and objectives on IEPs.
- Identifies, selects, and modifies instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs.
- Assists with personal care of students on caseload when needed.
- Maintains effective and efficient student records concerning attendance, testing, behaviors, progress, grades, and related academic information.

Duty/Responsibility No:	2	Statement of duty/responsibility: Functions as IEP Manager, coordinating the instruction and related services to assigned students.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Adheres to procedural requirements, including due process timelines.
- Coordinates the delivery of special education services in each student's IEP.
- Serves as primary contact for the parent.
- Schedules team meetings.
- Organizes and runs effective team meetings related to Due Process mandates for students in special education.
- Conducts special education evaluations and reevaluations.
- Develops and implements annual Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals, and objectives, and the special education and related services required to meet those goals.
- Uses relevant technology and proficient use of technology related to Due Process.
- Demonstrates comprehensive understanding of federal and state education statutes and rules.

Duty/Responsibility No:	3	Statement of duty/responsibility: Establishes and maintains student control and discipline in the classroom, school premises, or during school activities by communicating expectations of appropriate behavior. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with district policies and procedures.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Models professional and ethical standards when interacting with students.
- Provides a positive environment in which students are encouraged to engage in the learning process actively.
- Monitors students' behaviors inside and outside the classroom and intervenes or refers students to appropriate personnel.
- Maintains and organizes classrooms to maximize student learning and manages the classroom environment.
- Ensures students follow classroom and school rules, and know procedures for emergency drills.

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides instructional direction to paraeducator support staff: assigns activities, provides guidance and instructional oversight.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Assists and organizes the work of paraeducators working in the program area.
- Maintains and provides essential information to paraeducators working in the program area.
- Communicates effectively both orally and in writing with paraeducators regularly on matters concerning student behavior, abilities, programs, and academic progress.

Duty/Responsibility No:	5	Statement of duty/responsibility: Collaborates and consults with educational professionals and community service providers (i.e., social services, public health, medical providers, etc.) regarding the needs of students. Provides consultation to classroom teachers and paraeducators regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans, and other similar instructional interventions to meet the needs of students with disabilities.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Participates actively in Professional Learning Communities (PLCs).
- Collaborates effectively orally and in writing on matters concerning student behaviors, abilities, programs, and academic progress.
- Communicates information using ethical standards and professional responsibilities regarding student data.
- Seeks assistance, advice, clarification and guidance as necessary from colleagues or administration.
- Provides assistance, advice, clarification, and guidance as necessary for colleagues.

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature apparent or as assigned.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of instructional expertise/knowledge.
- Attends training sessions, conferences, seminars, programs, and Cooperative meetings.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION (Type of degree - B.S., M.A., etc.): Bachelor's Degree
Less than high school diploma	Major field of study or degree emphasis: Special Education
High school diploma or GED	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ● Current knowledge of special education laws, rules and regulations and District policies and procedures. The ability to apply these to help insure District compliance. ● Skilled in administering, scoring and interpreting special education assessment tools and procedures. ● Knowledge of teaching principles, practices, techniques and approaches. ● Knowledge of child development theories and development stages and needs. ● Knowledge of current trends, theories and technologies pertaining
1 year of college	
2 years of college	
3 years of college	

X	4 years of college	<p>to learning and instruction.</p> <ul style="list-style-type: none"> ● Knowledge of assessment procedures and techniques, test construction and evaluation methods. ● Knowledge of instructional strategies, techniques and interventions related to job assignment. ● Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases). ● Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district. ● The skill and ability to communicate - both orally and in writing.
	1st year graduate level	
	2nd year graduate level	
	Doctorate level	

Required Work Experience in Addition to Formal Education/Training: Requires completion of assigned internship/practice teaching experience as part of formal training and degree program.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring:</p> <ul style="list-style-type: none"> ● Licensed teacher in the State of MN and licensure to teach in assigned areas of responsibility.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> ● Planning and developing lesson plans consistent with approved program curriculum. ● Presenting complex materials and concepts in an understandable and grade appropriate manner. ● Developing assessment tools, assessing and evaluating student performance and needs. ● Leading group processes/discussions, utilizing a variety of instruction aids and technologies. ● Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology. ● Ability to deal effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district. ● Dealing with children, staff, parents, administrators and other educational professionals over parenting issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. Advises and makes recommendations to district administrators or committees concerning family education and parenting needs in curriculum and learning approaches.
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INDIRECT SUPERVISION:

<p>Number of Employees indirectly supervised: Educational Assistants</p>	<p>Total: 1</p>
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Tasks involved in fulfilling above duty/responsibility:

HAZARDOUS WORKING CONDITIONS:

The essential duties of the work are performed under various physical hazards or environmental conditions noted.

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact. May be required to restrain students by following federal and state guidelines. Work is generally in a moderately noisy location. Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment. Work is generally in a moderately noisy location.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34 - 66% Frequently	66 - 100% Continuously
Stand			X	
Walk		X		
Sit			X	
Use hands dexterously		X		
Reach with hands and arms		X		
climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lift & Carry-up to 10 pounds			X	
Lift & Carry-up to 25 pounds		X		
Lift & Carry-up to 50 pounds		X		
Lift & Carry-up to 75 pounds		X		
Lift & Carry-up to 100 pounds	X			
Lift & Carry > 100 pounds	X			

The above statements are intended to describe the general nature and work being performed by the employee assigned to the position. They are not construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Cannon Valley Special Education Cooperative is an equal-opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the Cooperative will provide reasonable accommodations to qualified individuals with disabilities and enough both prospective and current employees to discuss potential accommodations with the Cooperative when necessary.