

Moencopi Day School

POSITION DESCRIPTION

TITLE:	Special Education Teacher/Coordinator
EMPLOYMENT:	12 months (Exempt)
SUPERVISOR:	Chief School Administrator
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision, and mission.

QUALIFICATIONS

- Required valid Arizona Elementary Special Education Teacher with Endorsements in Cross-Categorical and Early Childhood; must meet all Every Student Succeeds Act (ESSA) requirements.
- Required two (2) years of teaching classroom experience at the elementary level; experience with special needs populations; successful track record of effective instruction with special needs students; demonstrated effective classroom management skills.
- Knowledge of and experience the Special Education Policy, regulations, guidelines, and prescribed procedures to provide instruction to special needs students.
- Required knowledge and experience with the unique needs of students with handicapped conditions.
- Experience with standards-based instructional planning and lesson delivery; knowledge of and experience with state standards.
- Knowledge of and experience with statewide assessment requirements and how this applies to special needs students; ongoing assessment strategies and data gathering, maintenance and use of data to guide instruction.
- Required experience and knowledge of effective instructional strategies, modification of instruction to address student needs and state requirements for assessment accommodation.
- Demonstrated ability to plan a program of study that addresses the special learning needs of the individual student; planning would target handicapping conditions, interests and abilities of students based on the prescribed students' Individual Learning Plan.
- Demonstrated ability to create a classroom environment that is conducive to learning and appropriate to the special needs and interests of students.
- Experience with required procedures for the maintenance of records and files in accordance with Privacy Act.
- Supervise and direct the work of assigned special education teacher assistants plan and oversee their work with individual students or small groups.
- Knowledge of and experience with ELL; must have experience with and knowledge of effective instructional practices (i.e., Bilingual Education, Sheltered English Instruction, ESL strategies).
- Maintain related service provider records and request payment to service providers when service providers submit invoices.
- Coordinate two (2) Child Find Activities for academic year.
- Required experience with diverse populations, specifically Native American.
- Experience with teacher collaboration strategies, teamwork is a must.
- Computer literate and experience with technology-based assessment.
- Required valid Driver's License, First Aid/CPR Certificate.
- Must pass a Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal.
- Must in their background reference check demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference.
- Excellent communication skills: ability to communicate and collaborate well with staff, students, parents, and community.

RESPONSIBILITIES

CURRICULUM AND INSTRUCTION

- **CURRICULUM.** Know and be guided in the curriculum guide of the school and how this curriculum needs to be modified to address the special needs of the student population. Know and use clearly articulated learning targets – ones that are vigorous concepts, generalizations, or procedures rather than only statements of daily classroom objectives. Know the Arizona State standards and the alignment to the instruction and assessment components.
- Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).
- **LESSONS PLANS.** Maintain a plan book of daily instruction based on school curriculum guides and emergency plans in the event of illness. Complete daily lesson plans and submit them for approval at the specified time. Plan and use instructional strategies that best address the handicapping condition of special needs students (i.e., Differentiated Instruction & Sheltered English Instruction) that will address the needs of diverse learners – special needs and ELL.
- **OBJECTIVES.** Establish and communicate with students well-defined objectives for each lesson, including related projects and activities. Know how to plan instruction in a manner that maximizes student learning for the diverse learner – Special Needs and ELL student.
- **INSTRUCTION.** Be responsible for an instructional program and the use of teaching methods which consider the unique needs of Special Needs.
- **ASSESSMENT.** Use a range of assessment methods to clarify the student's, status, specifically the Special Needs, relative to the learning targets and generate the necessary data or information to help the learner achieve these targets; identify needed modifications and accommodations.
- Evaluate and provide individual student progress reports on regular basis and keep requisite records. Justify promotions, retentions, and special program recommendation.
- Administer technology-based assessment; analyze and use assessment data to develop instruction and monitor student progress.
- Promoting test preparations through the instruction of technology skills included in adopted assessments (i.e., BIE Summative Assessment, aimsweb plus, and formative assessment.)
- **PARENT CONFERENCES.** Meet with parents as required advising them concerning student needs and progress; conduct required Individual Evaluation Plan meetings within specified timelines.
- Be responsible for enforcing school approved discipline plan; Utilize appropriate language, interactions, and positive behavior interventions system (PBIS).
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Always be responsible for the supervision of students.
- Identify and refer unusual student behavior to appropriate specialists, report to the nurse and injury or illness to a student.
- Submits all required reports to the BIE, Federal and Local to adhere to the Special Education Rules and Regulations.
- Be responsible for discharging instructional and non-instructional school-related activities (i.e., playground and lunchroom duty).
- Supervises, plans for, and provides work assignments to assigned educational technicians.
- Remains in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences.
- Know and follow school regulations regarding emergency and safety procedures.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Serve on school improvement team.
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment.

- Be responsible for following accountability procedures; knows and observes Board policies and regulations.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of classroom.
- Provides Quality Customer Service.
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____SIGNATURE _____DATE _____

SUPERVISOR PRINT NAME _____SIGNATURE _____DATE _____