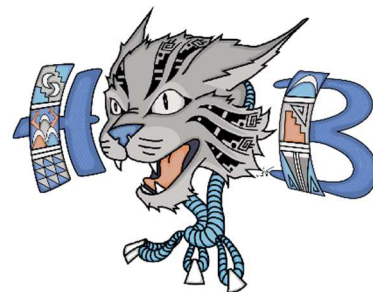


Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Special Education Teacher / Coordinator	EMPLOYMENT: 10 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for providing appropriate and effective instruction to students to improve academic achievement, success and confidence in school; to ensure mastery of established academic standards and academic skills

I. QUALIFICATIONS:

1. Bachelor of Science, Bachelor of Arts or Master Degree in Education
2. Valid Arizona Department of Education certification appropriate to teaching assignment
3. Current Arizona State Fingerprint Clearance Card (Valid IVP Card)
4. Knowledge of Hopi/language culture preferred
5. Must have or obtain CPR and First Aid certification
6. Must have valid Arizona Driver's license
7. Must pass criminal background checks by state, federal, and Hopi Tribe
8. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment
9. Good verbal and written communication skills, ability to communicate with all students and staff

II. DUTIES AND RESONSIBILITIES:

1. Provide specialized instruction to students with identified disabilities across a range of instructional settings
2. Adapt curriculum, materials, and teaching strategies to meet diverse learning needs
3. Monitor student progress and adjust instruction based on data and assessments
4. Implement behavior intervention plans and support positive behavior strategies
5. Develop, implement, and oversee Individualized Education Programs (IEPs)
6. Coordinate and lead IEP meetings with parents, teachers, and service providers
7. Ensure appropriate accommodations, modifications, and services are provided
8. Maintain accurate and confidential student records and documentation
9. Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).
10. Coordinate related services (speech, occupational therapy, counseling, etc.)
11. Support scheduling and service delivery for special education programs
12. Assist with evaluations, eligibility determinations, and reevaluations
13. Collaborate with general education teachers to support inclusive practices
14. Provide guidance and professional support to staff regarding special education strategies
15. Serve as a resource for families regarding special education services and procedures
16. Communicate effectively with administrators, teachers, families, and outside agencies
17. Monitor timelines and compliance requirements
18. Prepare reports and data for school or district review
19. Participate in audits, reviews, and improvement planning
20. Coordinating Extended School Year activities and staffing (ESY).

21. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
22. Supervises and coordinates Special Education staff
23. Will make collaborative efforts to assist in reaching school improvement goals.
24. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board