



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/18

TITLE: Special Education Teacher	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for implementing the School's special education program in alignment with the Individuals with Disabilities Education Act requirements and related services. Providing specialized instruction to identified and eligible students in special education. Process referral of students for screening, testing and evaluation to determine eligibility of students for special education services. Ensure compliance with all laws, regulations and requirements of special education program services.

Necessary Qualifications:

- Bachelor of Science or Master's Degree in Education with emphasis in special education.
- Valid Arizona Special Education Certification.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Arizona Driver's license required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills and Abilities:

- Knowledge of the necessary principles and application of theory into practice for effective instruction and positive behavioral supports that are beneficial for implementation with all students with disabilities.
- Knowledge of human behavior, development, and skill performance.
- Knowledge of individual differences in ability, personality, interests, learning and motivation.
- Knowledge of the assessment and treatment of behavioral and affective disorders.
- Ability to provide positive behavioral support to students in a group and in an individual setting.
- Demonstrates an understanding of the federal, state, and tribal mandates governing the determination and delivery of special education services.
- Displays the ability to work effectively with administrators, Board members, staff, students, parents and community members.

- Excellent written and oral communication skills.

Duties and Responsibilities:

- Implements the special education program services school-wide for grades K-6.
- Ensures the special education program and services are in compliance with the Individuals with Disabilities Act and applicable laws, regulations and requirements.
- Provides specialized instructional services to eligible students in special education.
- Screens assists evaluators with review of existing data for students to determine eligibility for special education services.
- Coordinates specialized services that include Occupational Therapy, Physical Therapy, Speech Therapy, Counseling and Psych-Ed evaluations.
- Plans and develops special education program services and needs; orders special education instructional curriculum, materials and special needs equipment.
- Prepares Individual Education Plans (IEP) for each student eligible for special education services.
- Prepares and completes required data, information and reports for the special education program.
- Coordinates special education services with classroom teachers to meet service needs and goals of student Individual Education Plans.
- Prepares and completes all required special education student forms and records; files and maintains all special education student records; secures and maintains strict confidentiality of student records.
- Communicates with parents or guardians of students receiving special education services through letters, parent/teacher conferences and evaluation meetings.
- Coordinates planning, development and identification of effective practices and materials for improving special education student achievement.
- Provides classroom teachers with proper training, resources, and instructional techniques in working with special education students.
- Provides in service to paraprofessionals, support personnel, and fellow teachers to better understand the disabilities and the impact of child learning with a goal for successful inclusion of students in the general curriculum.
- Establishes and maintains standards of student behavior to achieve a functional learning environment.
- Evaluates student academic and social growth through student records and progress reports.
- Maintains professional competency through in-service and self-selected professional development training.
- Participates in faculty meetings and school sponsored activities.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal

Supervision Given: Teacher Assistant(s)
Working Hours: In accordance with Board policies
Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.