

# Moencopi Day School

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>SPECIAL EDUCATION TEACHER/COORDINATOR</b>
<b>EMPLOYMENT:</b>	12 months (Exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>ADHERENCE TO:</b>	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 NCLB 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 prescribe procedures to provide instruction to special needs students;
- Required knowledge and experience with the unique needs of students with handicapping conditions;
- Extensive 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 extensive experience and knowledge of effective instructional strategies, modification of instruction to address student needs and state requirements for assessment accommodations;
- Demonstrated ability to plan a program of study that addresses the special learning needs of the individual student; planning would target handicapping condition, 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 for payment for service providers when invoices are submitted by service providers;
- 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 (AIMS, Dibels, Terra Nova)
- 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 work 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 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;
- **LESSONS PLANS.** Maintain a plan book of daily instruction based on school curriculum guides and emergency plans in the even of illness. Complete daily lesson plans and submit for approval with 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 to 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 used assessment data to develop instruction and monitor student progress;
- **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 the supervision of students at all times;
- Be responsible for enforcing school approved discipline plan;
- Identify and refer unusual student behavior to appropriate specialists; report to the nurse and injury or illness to a student;
- 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 spend additional time with MDS students within and outside classroom to reach AYP;
- Will be in daily attendance of 90% or better on a monthly basis.

### **OTHER REQUIRED RESPONSIBILITIES**

- Submits all required reports to the BIE, Federal and Local to adhere to the Special Education Rules and Regulations.
- Attends staff meetings and all required school in-service program activities;
- Be responsible for discharging instructional and non-instructional school-related activities (i.e. playground and lunch room duty);
- Supervises, plans for and provides work assignments to assigned educational technicians;
- 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;
- Remains in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences;
- 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 \_\_\_\_\_