



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

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Crosslake Community Schools Job Description

Position:

Special Education Teacher Seat-Based Program

Location:

Crosslake Community School

FTE/ Hour Allotment:

1.0 FTE

Immediate Supervisor:

Seat-Based Director

Position Summary:

The Special Education Teacher will provide students with special needs case management, learning activities, and experiences that address their unique needs, meets all regulatory standards as required by federal and state governments, and operates within the Teacher Code of Ethics as defined by Minnesota State Law.

Essential Functions:

- Coordinate and conduct Part B evaluations.
- Participate in multidisciplinary team assessments of a child, the child's family, and in the development of integrated goals and outcomes for the IEP.
- Educate parents and others regarding the provision of services.
- Provide research based specialized instruction as outlined in the IEP.
- Consult with parents, other service providers and representatives of appropriate community agencies to ensure the effective provision of services.
- Prepare a preplanned schedule of individualized and small group age-appropriate activities for classroom instruction.
- Supervise and provide direction for classroom Teaching Assistants.
- Maintain suitable classroom and behavior management.
- Monitor classroom instruction for purpose of ensuring student progress and a safe learning environment.
- Utilize a variety of materials and teaching techniques.
- Participate physically with the students in activities being taught.
- Plan and conduct a system of continuous evaluation of each student's progress.
- Coordinate provision of services for the purpose of maximizing opportunities for learning.
- Participate in meetings (IEP, conferences, parent meetings, in-services, etc.) for the purpose of developing plans and/or providing information regarding student's goals/outcomes.

- Provide training to related service personnel and parents in the area of student's disabilities.
- Prepare documentation (evaluations, observations, progress reports) for the purpose of providing information and reporting requirements.
- Maintain records and reports as required and for compliance with administrative policies, state and federal rules and regulations.
- Make referrals to other professionals and agencies on behalf of the student as appropriate.
- Encourage parents and instruct them in appropriate methods to assist their child.
- Collaborate with other Special Education Teachers to ensure successful transition for students from one setting to another.
- Participate in staff development opportunities to improve job related skills.
- Maintain confidentiality.
- To support students in the areas of reading, math, written language, social skills, behavior support or any other needs as defined on the IEP.
- Support families.
- Consult with related services (OT,PT,DAPE, ASD, PI) to meet student needs.
- Maintain records for students on your caseload. Including filing, writing IEP's, testing students for initial and three year evaluations, writing evaluation reports, developing social stories, developing behavior charts
- Meet students needs as written on the IEP
- Providing curriculum to meet students needs and develop academic and behavioral skills.
- Work with teachers and educational assistants to meet student needs.
- Assist in developing and updating EA schedule to meet student needs in the mainstream classroom.
- Assist with Speech schedule and ensure students arrive on time for the session.
- Attend child study meeting twice per month.
- Attend Handle With Care Training.
- Assist with developing data based intervention when requested
- All other duties as assigned.

Qualifications:

- Current Minnesota teaching license in EBD/SLD or ABS
- Experience teaching in special education settings.
- Experience in due process procedures including conducting evaluations, writing IEP's, monitoring progress, and facilitating meetings.

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		
Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs		X		
Up to 100 lbs		X		
More than 100 lbs	X			

Salary or Hourly Range:

\$45,964.00 to \$47,820.95

Work Schedule and Agreement:

- Number of Days: 176 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:45 a.m. to 3:45 p.m.
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Seat-Based Director

Board Approved: