

# Special Education Teacher



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<b>Job Description:</b> Special Education Teacher	<b>Start Date:</b> August 19th, 2024	<b>Salary:</b> DOE (Bonuses possible for additional license areas)
<b>FLSA Status:</b> Exempt (Full-Time, salary)	<b>Hours:</b> 7:00am - 3:00pm M-F	<b>Supervisor:</b> Executive Director

Three Rivers Montessori is looking for a full-time **Special Education Teacher to support our diverse student body of specialized learners.** We are a public tuition-free elementary school serving K-6th grade students from Elk River and the surrounding communities. We are looking for a dedicated and passionate individual to support our mission of “Empowering students to reach their full potential through authentic Montessori learning.”

This full-time position includes **75% medical and dental benefits** employer paid for the individual, **10 holidays** paid, **75% employer-paid retirement, 100% life insurance, 100% long-term disability**, plus additional optional benefits. In addition, teachers accrue two days of PTO per month. Employees are paid twice monthly on the 15th and last day of the month. This salaried position includes holidays and school breaks off; see the [calendar](#) for specific days.

We believe equal opportunity is extremely important and every employee and student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every individual has the opportunity to flourish.

## Summary of Position

Three Rivers Montessori’s Special Education teachers are an instrumental asset to student success. To be effective, you will need to manage multiple tasks and intuitively problem solve to support students in their academic and behavioral needs while also efficiently managing the functions of the special education department.

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## Job Duties

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
- Develops and implements annual Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Understands due process timelines for compliance with state and federal mandates.
- Schedules team meetings and works cooperatively with child study team members and others in developing instructional goals and strategies.
- Coordinates the delivery of special education services in each student's IEP.
- Creates a positive learning experience with emphasis in individualized instruction using appropriate sources.
- Serves as primary contact for the parent as the case manager and encourages parental involvement in students education and ensures effective communication with students and parents.
- Conducts special education evaluations and reevaluations.
- Organizes and maintains a system for accurate and complete record-keeping.
- Familiar with or willing to be trained in Sped Forms.
- Complies with School Board policies and all state/federal rules and regulations. Completes all district and state reporting requirements.
- Performs other related tasks as assigned by the Special Education Director and other central office administrators as designated by the Executive Director.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

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## **Service Delivery**

Assume responsibility for providing services to students in need of additional or alternative support as written and directed in their IEP. Ideal candidates will be highly motivated, organized, optimistic, problem solvers, collaborative, adaptable, and communicate positively and effectively.

## **Minimum Qualifications**

- Bachelor's degree or higher in Special Education
- Valid MN Teaching License in related fields such as ABS, EBD, SLD and ASD or apply for a Tier I/ II by hire date.

## **Application Process**

Three Rivers Montessori utilizes the online Applicant Tracking System. To apply, please visit: <https://www.applitrack.com/threeriversmontessori/onlineapp/>

Visit <https://threeriversmontessori.org/employment> for application information and open position postings.

*Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.*