



## JOB DESCRIPTION

**Job Title: Special Education Elementary Teacher**  
**Reports To: Principal of Anya itpak Elementary School**  
**Supervisory Status: Yes**  
**Driving Classification: Valid Driver's License**

**Department: Education**  
**Employment Status: Full Time, Exempt, Sensitive**  
**Salary Minimum: DOE**

**Summary:** The Special Education Elementary Teacher is responsible for work with students who have a wide range of learning, mental, emotional, and physical disabilities. They adapt general education lessons and teach various subjects, such as reading, writing, and math, to students with mild and moderate disabilities. They also teach basic skills, such as literacy and communication techniques, to students with severe disabilities.

### **Essential Duties and Responsibilities:**

Special education teachers work with students who have a wide range of learning, mental, emotional, and physical disabilities. They adapt general education lessons and teach various subjects, such as reading, writing and math, to students with mild and moderate disabilities. They also teach basic skills, such as literacy and communication techniques, to students with severe disabilities.

The Special education teacher (s) will do the following:

- Work as part of a team that typically includes general education teachers, counselor, school principal, and parents. As a team, they develop individualized educational programs (IEP's) specific to each student's needs. IEP's outline goals and services for each student, such as sessions with school psychologists, counselors, and special education teachers.
- Assess students' skills to determine their needs and to develop teaching plans.
- Adapt lessons to meet the needs of students.
- Plan, organize, and assign activities that are specific to each student's abilities.
- Teach and mentor students as a class, in small groups, and one-on-one.
- Implement IEP's, assess students' performance, and track their progress.
- Update IEP's throughout the school year to reflect students' progress and goals.
- Discuss student's progress with parents, teachers, counselors, and administrators.
- Supervise and mentor teacher assistants who work with students with disabilities.
- Prepare and help students transition from grade to grade and after graduation.
- Special education teachers' duties vary by the type of setting they work in, student disabilities, and teacher specialty.
- Students with disabilities may attend classes with general education students, also known as inclusive classrooms. In these settings, special education teachers may spend a portion of the day teaching classes together with general education teachers. They help present the information in a manner that students with disabilities can more easily understand. They also assist general education teachers to adapt lessons that will meet the needs of the students with disabilities in their classes.
- Special education teachers also collaborate with teacher assistants, psychologists, and social workers, to accommodate requirements of students with disabilities. For example, they may show a teacher assistant how to work with a student who needs particular attention.
- Special education teachers work with students who have a wide variety of mental, emotional, physical and learning disabilities. For example some work with students who need assistance in subject areas, such as reading and math. Others help students develop study skills, such as using flashcards and text highlighting.

- Special education teachers may work with students who have physical and sensory disabilities, such as blindness and deafness, and with students who are wheelchair bound. They may also work with those who have autism spectrum disorders and emotional disorders, such as anxiety and depression.
- Special education teachers help students with severe disabilities develop basic life skills, such as how to respond to questions and how to follow directions. Some teach students with moderate disabilities the skills necessary to live independently to find a job, such as managing money and time. For more information about other workers who help individuals with disabilities develop skills necessary to live independently, see the profiles on occupational therapists and occupational therapy assistants and aides.
- Special education teachers use computers to keep records of their students' performance, prepare lesson plans, and update IEP's. They also use various assistive technology aids, such as Braille writers and computer software that helps them communicate with students.

### **Position Qualifications:**

#### Minimum:

- Loves young people, can whole-heartedly engage in working with and for them.
- Bachelor's degree in Special Education (Elementary Education) and licensed teacher.
- Willingness to maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Compliance with Fort Mojave Indian Tribe drug and alcohol policy.
- Compliance with federal background check.
- Must satisfy health requirements as defines by the Tribe/State/Federal program standards for care of children:
- Successfully pass a pre-employment drug test, upon hire.
- Successfully pass a physical exam, upon hire, to meet the physical demands required in the position.
- Successfully pass a tuberculosis test, upon hire.
- Current immunization verification upon hire see attached immunization requirement (see attached immunization requirements, Caring for our Children: Health & Safety Performance Standards).

#### Desirable:

- Project an image of service and professionalism with a positive attitude.
- Interacts easily as an integral part of the faculty and staff.
- Understanding of the relationship of the Anya itpak Elementary School with the Fort Mojave Indian community, and values and supports the mission of both.
- Experience, familiarity and the ability to work with the diverse constituencies of Anya itpak Elementary School.
- A minimum of three years successful teaching experience.
- Licensed in CPR and First Aid.

#### Computer Skills and Business Equipment:

- Be able to effectively use a computer, with Microsoft Office Software, and a SmartBoard.
- Be able to operate a fax machine, printer, cutter, shape cutter, digital camera, and laminator.

#### Supervisory Responsibilities:

- Supervises and provides guidance and direction to teaching assistants, aides, parent volunteers, and summer youth workers. Maintains professional knowledge by attending mandatory meetings, professional development workshops, and conferences.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee frequently is required to stand, run, walk for long periods of time, sit, climb or balance, and taste and smell. The employee must lift and/or move up to 25 pounds or more. Please review occupational hazard (Caring for Our Children: National Health & Safety Performance Standards).

Anya itpak Elementary School offers: Competitive Wage/Salary; Medical/Dental/Vision Benefits; 401(k) Retirement opportunity; paid sick and personal leave, and paid federal holidays; free breakfast and lunch for all students and employees.

***The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.***