

## **Special Education Teacher**

Status: Exempt, Full-Time  
Calendar: Academic Year

### **Overall Objectives**

To provide services to students with disabilities in compliance with the state and federal Special Education requirements and be responsible for IEP direct instruction, evaluation of student progress, and maintenance of all pertinent documents.

### **Principal Roles & Responsibilities**

#### **Academic Program**

- Develops Individualized Education Plans in collaboration with parents, Special Education Coordinator, and classroom teachers.
- Provides direct instruction and support as established in IEPs.
- Supports classroom teachers in understanding classroom intervention strategies.
- Works collaboratively with the Academic Team to modify student assignments and testing materials per IEPs.
- Monitors and evaluates student academic progress.
- Participates in professional development and Special Education Advising Council (SEAC) meetings, both inside and outside of school hours.
- Seeks guidance from Special Education Coordinator, Academic Director, and Executive Director.

#### **Curriculum and Research**

- Prepares and regularly submits curriculum lesson plans.

#### **Classroom/Behavior Management**

- Provides a safe and nurturing learning environment using positive behavioral intervention system (PBIS) and school-wide behavioral and safety guidelines and policies.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from the Dean of Students, Q-Comp lead teachers, or Executive Director on behavior and classroom management techniques.

#### **Program Compliance**

- Maintains accurate records and proper documentation of services according to the state and federal Special Education requirements.
- Prepares progress reports and completes all evaluations per mandated legal requirements.
- Participates in evaluations and child study meetings per legal requirements and supports identification and referral of students as needed.

## **Communication**

- Advocates for students through regular communication with classroom teachers, specialists, and administrative staff regarding individual student needs.
- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Maintains effective communication with parents in a timely fashion and attends IEP meetings well-prepared.
- Reads all school communication and responds to emails and phone calls in a timely manner.

## **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision and direction.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

## **Recommended Qualifications**

- Bachelor's degree; Master's degree preferred
- Holds a valid MN teaching license in one or more of the following Special Education categories: ABS, SLD, EBD, ASD, and ECSE.
- Bilingual in Mandarin Chinese preferred but not required.

## **Employee Requirements**

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

**Salary:** Competitive, performance based increases, generous benefits package

**Start Date:** ASAP

## **Contact:**

Send cover letter, resume, and Application for Employment (available at <http://www.yinghuaacademy.org/about/employment/>) via email to [HR@yinghuaacademy.org](mailto:HR@yinghuaacademy.org)