

INDIAN BOARD OF EDUCATION
PIERRE INDIAN LEARNING CENTER

JOB TITLE SPECIAL EDUCATION TEACHER

DEPARTMENT ACADEMIC

SUPERVISOR SPECIAL Education Monitor

QUALIFICATIONS: (List minimal requirements, education & experience)

South Dakota Teacher Certification in Special Education.

JOB OBJECTIVES: (Give summary statement of specific area of work).

To serve as Special Education teacher.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

8:00 a.m. to 4:30 p.m. Monday through Friday or as scheduled.

GENERAL GUIDELINES:

Incumbent will work within the general guidelines set forth in the Policies and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

ACCOUNTABILITY:

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

CONFIDENTIALITY:

Incumbent shall maintain a professional stance on all occasions, shall maintain appropriate professional confidentiality, and shall follow the Procedural Safeguards established by the Pierre Indian Learning Center Special Education Department.

INSERVICE TRAINING REQUIREMENTS:

Incumbent shall attend all training sessions scheduled for his/her component or for the full staff of the Center to broaden his/her knowledge and understanding of PILC programs and operations and to contribute to program development.

REPRESENTATIVE DUTIES:

- Responsible for a specific caseload of special education students
- Responsible for participating in assessment, placement and IEP meetings
- Coordinates several aspects of Special Education program with specific attention to the development of IEPs. Incumbent is not responsible for mailing consent to evaluation, seeking parental permission, or individual student assessment for annual review or three-year re-evaluation purposes
- Will work cooperatively with the Special Education Director in understanding and implementing BIE/State special education laws, statutes, and initiatives
- Will work cooperatively with related services personnel, including but not limited to Speech-Language Therapists, Licensed School Psychologists, Behavioral Pediatrician, general educators, and Licensed Therapists as required
- Responsible for providing direct instructional services to students as required via IEPs; lesson plan submission, progress reports, individual student performance data collection, and student report card information are additional written documentation requirements of the position
- Attends MDT and other related meetings at the PILC or alternative locations as delegated by the Special Education Director and/or the Superintendent of the PILC
- Attends all staff meetings, team meetings, and scheduled in-service professional development sessions as required by supervisor
- Assists in breakfast/lunch or recess duties as required.
- Will be required to possess a valid South Dakota driver's license.
- May be required to transport students with a GSA van/bus.
- All other duties as assigned by supervisor