

GREASEWOOD SPRINGS COMMUNITY SCHOOL

Position Description

POSITION TITLE:	Teacher (Special Education)	CLASSIFICATION:	Exempt
CONTRACT TERM:	School Year	BOARD APPROVAL:	4/08/2026

POSITION SUMMARY

Develops and implements instructional and assessment programs designed to assist special needs students achieve academic and social potential. Essential functions, as defined under the American with Disabilities Act, includes development, implementation, and monitoring Individualized Education Plans (IEPs) and assuring compliance with all applicable laws, policies, and regulations.

DUTIES AND RESPONSIBILITIES

1. Confers with parents, teachers, administrators, social workers, and other professionals to develop and implement IEPs designed to promote students' development.
2. Works cooperatively and in conjunction with all teachers to identify exceptional children, develops IEP for each student, determines student progress in relation to the IEP; provides intensive one on one services to maximize mainstream participation; administers/scores evaluation tests to determine program eligibility; coordinates student inclusion.
3. Maintains accurate and complete student records, and prepares reports as required by laws, policies, and administrative regulations including federal law.
4. Plans, develops, and implements individualized lesson plans designed in accordance with individual work activities to facilitate classroom academic activities; provides one on one as well as small group sessions to complete assignments; prepares reports of students' progress.
5. Teaches reading, language arts, spelling, and other assigned courses to students in the classroom.
6. Works closely with parents, teachers, counselors, and other significant persons regarding students' progress/participation in programs; enforces appropriate classroom management in less restrictive environmental setting; prepares/maintains various records/reports students needs/status/progress.
7. Develops and implements behavioral programs as necessary. Provides training to teachers in implementation of behavioral implementation IEP components.
8. Modifies the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies.
9. Educates teachers and others in current requirements of the law and IEPs of individual students.
10. Coordinates flow of information regarding Special Education students; meets all legal deadlines and requirements for documentation. Supervises maintenance of legal files for each student.
11. Supervises and evaluates Teacher Assistant for Special Education.
12. Acts in the best interest of GSCS; in accordance with the Vision, Mission and Improvement Plan.
13. Adheres to GSCS policies, rules and regulations and those of BIE, federal, state and local entities.
14. Collaborates with others to achieve GSCS School Improvement Plan goals.
15. Collaborates with others to monitor Improvement Plan goals, analyze data, and plan for improvement.
16. Maintains a safe and secure environment ensuring student supervision at all times as appropriate.
17. Maintains harmonious working relationships and standards of mutual respect, dignity, and fairness.
18. Develops Lesson Plans aligned to curriculum/pacing, teaching all appropriate standards in the year.
19. Provides for health, physical, mental, social, cultural, and language needs of students.
20. Displays positive management, managing inappropriate behaviors fairly and consistently.
21. Encourages students to demonstrate self-discipline, responsibility, productivity and cooperation.
22. Provides an interesting, motivating and enthusiastic environment.
23. Arranges space to provide for small group, individual, partner, and whole group learning.
24. Provides instruction matching standards, curriculum maps and pacing guides.
25. Uses adopted instructional core and intervention programs with fidelity.
26. Adheres to the school's master schedule, providing reading and math instruction daily during the year.
27. Consistently uses appropriate, explicit, systematic instruction using research-based strategies.
28. Uses a variety of effective teaching strategies so that students are actively engaged 90% of the time.
29. Uses flexible grouping based on data to provide instruction to students not making adequate progress.
30. Refers students needing additional services, develops and implements IEPs as appropriate.
31. Assesses all students on time using all the assessments specified in the GSCS Assessment Plan.
32. Maintains timely records of assessment results and uses data to guide instructional decisions.
33. Interprets results to students, parents and others on student progress toward meeting standards.
34. Maintains privacy of student records and information as appropriate.

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35. Completes tasks on time, works under pressure, will keep accurate grades and attendance records.
36. Acts professionally, maintains good attendance, is punctual and dependable.
37. Participates in designated trainings and meetings and uses knowledge and guidance from them.
38. Organizes, prepares and uses technology and a variety of resources appropriately.
39. Presents accurate information and uses clear and effective written and oral communications.
40. Participates in committees and sponsors student activities.
41. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in the School Improvement Plan.
42. Performs other duties as assigned by supervisor, including those related to functions and activities outside normal duties and hours of work.

SKILLS AND KNOWLEDGE

1. Knowledge of the principles, practices, eligibility and reporting practices of special education.
2. Knowledge of Individual with Disabilities Education regulations and recent amendments.
3. Skills in developing and implementing Individual Education Plans.
4. Skills in identifying and working with behaviors resulting from a variety of factors.
5. Skills in working on an individual and/or small group setting with students with special needs.
6. Excellent written and oral communication skills.

ORGANIZATIONAL RELATIONSHIP

Reports directly to the Head Teacher.

NECESSARY QUALIFICATIONS

1. Bachelor or Master degree in Education with valid Arizona certification in Special Education K-12 and valid SEI or Bilingual or ESL endorsement required.
2. Three years experience working with students with special needs.
3. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
4. Knowledge and familiarity with the Navajo language, culture and people preferred.
5. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
6. Must be computer literate and have the ability to operate various technologies.
7. Hold and maintain a valid AZ motor vehicle operator's license and driving record satisfactory to the School's insurance.
8. Must successfully complete First Aid, CPR, Security Awareness and Defensive Driving training.

CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee signature

Date

Supervisor signature

Date