

# MENOMINEE INDIAN TRIBE OF WISCONSIN

## Human Resource Department

### **SPECIAL EDUCATION TEACHER**

TRIBAL SCHOOL

Class Description # 4987

Grade Non-Exempt

Last Revised: 5/18/2012

### **2nd Posting**

Status: Contract

Date Posted 3/4/2019

Closing Date: 3/15/2019

Minimum Pay Rate \$TBD

**2nd Posting** are posted for a minimum of 5 days and are open to the general public and current employees of MITW.

### **GENERAL DESCRIPTION OF DUTIES**

Under the direct supervision of the Tribal School Special Education Coordinator, the purpose of this position is the direct responsibility for teaching and providing services for students with identified exceptional educational needs at the Tribal School for grades K-8.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Teach students in kindergarten through eighth grade in identified special needs category.

Use school data entry system to coordinate and write student's individualized Educational Plans (IEP).

Implement Individual Education Plans (IEP) for each student.

Actively participate in all aspects of student evaluation process including M-teams, IEP's assessments, etc.

Maintain daily records for active caseload of students.

Utilize school wide data systems in monitoring and reporting of student academic and behavioral progress.

Participate in parent conferences and home visits.

Maintain discipline in the classroom and in the general proper of the Menominee Tribal School.

Instill an atmosphere of self-worth and enhance methods to enhance the self-esteem of the students.

Work cooperatively with regular classroom teachers to implement an "inclusion" program for all special education students, where appropriate.

Participate in faculty and professional meetings, educational conferences and teacher training workshops.

Perform related school duties such as sponsoring at school fairs or special events.

Develop an implement a behavioral management and social skill development program.

Must communicate effectively with parents and other community services organizations.

File weekly lesson plans with building supervisor.

Work in cooperation with other special education staff, school guidance counselor and other academic and program support staff.

Must be an active member of the special education team.

Must have good oral and writing skills.

Must have ability to interact with peers, parents and students in a manner conforming to the school philosophy.

Must have ability to discipline students in a trustful manner.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Applicant must possess Wisconsin State Teacher Licensure or Special Education Licensure for grades K-8 or 1-8 in CD/LD/ED or a Cross Categorical certification. One (1) to five (5) years experience desirable. Must be able to obtain the Special Education Licensure within two years.

### **SPECIAL REQUIREMENTS**

CANDIDATES SHALL BE SUBJECT TO A CAREGIVER BACKGROUND CHECK TO INCLUDE FINGERPRINTING.

Candidates selected for hire will be subject to a drug test and employment will be contingent on results of said test.

Employment is contingent upon appropriate grade level or certification of the Teacher. This certification shall be through the Wisconsin Department of Public Instruction, and may take the form of an emergency or temporary license. All teaching assignments will be based on licensing/certification.

Must submit college transcripts

Must submit three professional letters of reference.

### **PERFORMANCE APTITUDES**

### **BEHAVIORAL EXPECTATIONS**

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.