

**District:** Earle School District

**Position:** Secondary Special Education Teacher

**Contact Person:** Reginnia Williams

**Phone Number:** (870) 514-8104

**Email:** esdcareers@esdbulldogs.org

**Apply online at:** The application is available for download online at <http://www.earle.crsc.k12.ar.us/Certified%20Application.pdf>.

The application is to be completed with a copy of the applicant's resume' and college/university transcript. (For application review purposes, an unofficial transcript is fine, but an official transcript must be provided before hired.) This information can be mailed to the attention of Reginnia Williams at 1401 Third Street, Earle, Arkansas, 72364 or scanned & emailed to esdcareers@esdbulldogs.org.

## **POSITION SUMMARY**

The Special Education Teacher is responsible for planning, organizing, and implementing an appropriate and specialized instructional program in a learning environment that is conducive to guiding and encouraging students to develop and fulfill their academic potential.

## **KEY RESPONSIBILITIES**

### **Duties of this job include, but are not limited to:**

- Participate cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines;
  - Provide instruction that modifies the State's general education curriculum to meet the needs of the individual student, while ensuring a safe, attractive and pleasant learning environment; Consistently assess student achievement through formal and informal testing;
  - Plan, prepare and deliver instructional activities that facilitate practical and academic learning experiences;
  - Develop and implement schemes of work, lesson plans and IEP's. Translate lesson plans into learning experiences that best utilize the available time for instruction;
  - Establish and communicate clear objectives for all learning activities; Evaluate students' academic and behavioral progress;
  - Communicate with parents through conferences and other means to discuss students' progress, and to provide clear interpretation of the IEP.
  - Work closely with administrator and LEA Supervisor to report any concerns; Keep all records and files in compliance;
  - Test students as necessary during State testing;
  - Attend all necessary in-service and professional development training sessions as designated by LEA Supervisor, administrators, and Earle School Board of Directors;
  - Attend all in-person meetings as scheduled;
  - Schedule IEPs, set up conferences and follow up on attendees;
  - Ensure all documents are in prior to IEP meeting and forwarded to administrator and LEA Supervisor;
  - Hold transition meetings;
  - Teach desirable work, study, and recreational habits by providing students with opportunities for which they are best suited;
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- Instruct and monitor students in the use of learning materials;
  - Manage student behavior in the classroom and administer discipline according to board

- policies, administrative regulations, and individualized IBP;
- Assist in the selection of books, equipment, and other instructional materials;
- Use acceptable communication skills to present information accurately and clearly.

### **Special Knowledge/Skills:**

- Must be patient, organized, able to motivate students to participate in physical activities appropriate to their capabilities
- Adaptable to changing environments
- Knowledge of various differentiation strategies such as cooperative learning, integrated instruction, learning styles, brain-based learning, etc.
- Knowledge of and ability to meet the needs of at-risk learners

### **Education and/or Experience:**

- Bachelor's Degree from accredited university
- Current valid Arkansas Teaching Certification
- Meets Highly Qualified status

### **Special Knowledge/Skills:**

- Knowledge of the teaching of Math, Science, English, Reading, and/or integrated Language Arts at the secondary level
- Knowledge of current research into effective literacy practices, including process writing
- Knowledge of various types of assessments and how to align assessment to language arts
- Knowledge of various differentiation strategies such as cooperative learning integrated instruction, learning styles, brain-based learning, etc.
- Knowledge of and ability to meet the needs of at-risk learners
- Knowledge of appropriate integration of reading programs and library services Knowledge of second language acquisition

### **Professional Growth and Development:**

- Participate in the district staff development program.
- Demonstrate interest and initiative in professional improvement
- Demonstrate behavior that is professional, ethical, and responsible