



Arrowhead School

P.O. Box 37 – Pray, MT 59065 – 406-333-4359 – Fax 406-333-4975 – arrowheadk8.org

VACANCY NOTICE

Special Education Teacher

- LOCATION: Arrowhead Elementary District #75
- SALARY: Depending on Experience (\$33,764 - \$48,140)
+\$3,000 Special Education/504 Stipend
- HOURS: Monday – Thursday with some Friday's
- CLOSING DATE: Until Filled
- QUALIFICATIONS:
- Successful teaching experience
 - Experience with professional learning committees
 - Strong classroom management skills
 - Ability to effectively communicate with students, parents, staff and the community
 - Ability to write reports and business correspondence.
 - Ability to handle stressful situations
 - Ability to effectively manage time and responsibilities
- REQUIRED: MT Teaching Certificate (PK-12 Special Education), or the ability to be certified by the start of the 2025-2026 school year OR willingness to enroll in Montana Special Education Endorsement Project
- SUBMIT:
- Completed Montana Joint Teaching
 - Letter of Interest
 - Resume
 - Three (3) letters of recommendation
 - Transcripts (copies)
 - Current Montana Administrative Certificate
- SUBMIT TO: Johanna Osborn, Principal, josborn@arrowheadk8.org or
PO Box 37
Pray, MT 59065
- POSTED: March 21, 2025

Applications may be picked up at the Arrowhead Elementary School, or visit the district website at arrowheadk8.com

NON-DISCRIMINATION DISCLOSURE: The Arrowhead School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, veteran or military status, disability, or the use of a trained dog guide or service animal in employment, educational programs or activities.



SPECIAL EDUCATION TEACHER JOB DESCRIPTION

REPORTS TO: PRINCIPAL

FLSA Designation: Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Assists in development of Individualized Education Programs (IEPs).

Attends and participates in multidisciplinary treatment team meetings, IEP meetings, and other meetings as required.

Provides an appropriate educational program for each student.

Complies with Board policies, rules, regulations, and directives.

Instructs individuals and groups in special education skill areas.

Plans curriculum, lessons, and special education programs and teaching methods.

Monitors students' progress in and outside special education room.

Reports cases of suspected child abuse according to state law.

Maintains regular contact with parents of students.

Participates in faculty meetings, educational conferences, professional training seminars, and workshops.

Evaluates student progress based on work output and observation, determines goals, objectives, and directions.

Prepares report cards, educational records, IEP forms, classroom observation records, and other forms.

Consults with other professionals and teaching staff regarding progress of students and related educational matters.

Supervises students, classroom aides, and volunteers.

Only minimum duties are listed. Other functions may be required as given or assigned.

SUPERVISORY FUNCTIONS:

Supervises students and aides.

DESIRED MINIMUM QUALIFICATIONS:

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- Demonstrates an understanding of child and adolescent developmental issues.
- Ability to relate to and work with children and/or adolescents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; travel from building to other sites; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position:

Positon: SPECIAL EDUCATION TEACHER

Revision Date: April 11, 2024

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the District without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or School Board.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)