

**JOB DESCRIPTION**

Position: K-8 Special Education Teacher  
Department: Tribal School  
Supervisor: Principal  
Compensation Range: DOE

---

**POSITION SUMMARY:**

Responsible for the development, maintenance, and monitoring of the individual education plans (IEP) for individual students as assigned. Develops and implements appropriate curriculum for those students. Develops and shares student progress reports with parents. Responsible for tracking student progress and level of improvement. Provides follow through on referrals and testing as needed. Other duties as assigned to promote effectiveness and efficiency of the Coeur d'Alene Tribal School.

---

**JOB DUTIES AND RESPONSIBILITIES:**

- Will be knowledgeable of subject matter and current instructional techniques and approaches to subject/grade area, and instruct students in assigned subject areas, develop methods and techniques which motivate students to perform at their optimum ability, evaluate students' progress, and maintain an effective learning environment.
  - Shall assist the administration in implementing all policies and/or rules governing student life and conduct, and will adhere to all policies and procedures delineated in the district's board policy manual, staff handbook, and administrative requests. Maintain discipline and enforce rules of conduct and behavior in accordance with said school policies, rules and regulations.
  - Coordinate referrals to school and community resources.
  - Teach subject matter as prescribed in the board approved curriculum, and cooperate with staff and administration to promote and maintain a sound-learning environment. Communicate with parents and appropriate professional staff to discuss student needs and progress.
  - Attend faculty, curriculum committee, CST, IEP, and Tribal School meetings. Provide thorough and punctual reports, data, forms, etc., as requested by the curriculum.
  - Evaluate student progress in accordance with established objectives by administering or evaluating a current testing program on a continuing basis.
  - Background and experience working with Native American student populations.
  - Knowledge and understanding of current laws governing Special Education services including disciplinary issues.
  - Be a professional role model for all students and staff.
  - Other duties as assigned.
- 

**MINIMUM REQUIREMENTS:**

- Bachelors degree in Special Education
- Experience working with ODD and ADHD students.
- Experience working with a culturally diverse student population and with behaviorally challenging students.
- Current teaching certificate with Special Education endorsement.
- Ability and aptitude to work well with other professional staff.
- Ability and willingness to maintain absolute confidentiality of sensitive information.
- Must be self-motivated and able to work independently.

- Must pass extensive background investigation prior to employment; No misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or an elder.
- 

**EDUCATIONAL REQUIREMENTS:**

- Bachelors Degree
- Special Education Endorsement.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit a Tribal application and resume to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at [www.cdatribe-nsn.gov/hr.shtml](http://www.cdatribe-nsn.gov/hr.shtml) or call 208/686-4068.