



## Lakes Country Service Cooperative

**Job Title:** Special Education Teacher

**Division/Department:** Education/ Lakes Country Academy

**Reports To:** Site Administrator

**FLSA Status:** Exempt

**Job Type:** Full-Time

**Hours/Days:** 40 hours/wk | 182 days/yr

### Position Summary

The Special Education Teacher is responsible for developing and providing specialized instruction to meet the unique needs of students with disabilities. This position evaluates and assesses student progress against instructional objectives, works collaboratively with Lakes Country Academy and regional school district staff in effort to program effectively for student growth and achievement, and functions as IEP Manager to assigned students in a K-12 setting IV environment.

### Supervisory Responsibilities

- None.

**Essential Duties and Responsibilities** include the following, but are not limited to:

- Provides instruction and support in the curriculum areas assigned and makes appropriate use of instructional resources and technologies.
- Implement the mission and vision of Lakes Country Academy (LCA).
- Conduct special education evaluations including academic testing, observations, transition skills, and functional behavior assessments as assigned.
- Write and implement individual student IEPs, including goals, objectives, and behavior support plans.
- Provide direction and oversight to paraprofessionals and support staff to ensure effective implementation of student IEPs.
- Promote student achievement, evaluate student performance according to the goals and objectives on the Individual Educational Plan (IEP).
- Provide IEP case management to assigned students.
- Maintain required student records.



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- Make related reports to the Site Administrator as prescribed or authorized by the Director of Special Education.
- Maintain contact and communications with parents/guardians of students and work with them in the development of each student.
- Perform classroom management duties.
- Enforce Lakes Country Service Cooperative (LCSC) policies governing conduct.
- Understand and be able to implement due process guidelines following state and federal rules, regulations and LCSC policy.

**Secondary Duties and Responsibilities** include the following, but not limited to:

- Other duties as assigned.

### **Educational, Technical and Other Requirements:**

- A valid Minnesota Tier 3 or Tier 4 teaching license in ASD, EBD,
  - OR the ability to obtain an out of field permission and obtain full EBD and/or ASD licensure within three years of hire,
  - OR ability to be eligible for a valid Minnesota Tier 1 or Tier 2 teaching license in ASD or EBD while working on a Tier 3 or Tier 4 teaching license in ASD and/or EBD.
- Current Professional Crisis Management (PCM) certification or the ability to complete PCM training once hired is required.
- Current Ukeru training certification or the ability to complete Ukeru training once hired is required.
- To adhere to local, state, and federal requirements in Special Education and work collaboratively with colleagues in effort to promote growth and achievement in students experiencing challenging behaviors.
- Must be able to maintain a valid drivers' license and a safe driving record.

### **Skills:**

- Considerable knowledge of the curriculum areas the teacher is responsible for instructing.



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- Considerable knowledge of educational philosophy, teaching methods and approaches, and ability to research best practices and strategies.
- Considerable knowledge of students' learning styles and needs, both academic and behavioral.
- Knowledge of multicultural, gender and disability fair curriculum concepts.
- Working knowledge of instructional technologies.
- Considerable skill in classroom management and organization.
- Considerable skill in directing the work of paraprofessionals and other support staff.
- Ability to effectively facilitate and/or participate in team meetings and parent meetings.
- Excellent oral and written communication skills and ability to consistently convey a positive and professional image to co-workers, members, and the general public.
- Participative working style - advocate of team environment.

### **Physical Requirements/Working Conditions:**

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Position involves lifting, carrying, pushing, or pulling items with a strength factor of light to medium work.
- Position may occasionally lift in excess of 50 pounds in removal or physical restraint of students.
- Position requires occasional prolonged position in any combination of stooping, squatting, kneeling, reaching, and bending.
- Position requires extended periods of standing/walking during the shift.
- Position involves occasional personal support of students in various settings.
- Position involves the physical ability to perform restrictive procedures.
- Possess dexterity of hands and fingers to operate equipment.
- See to read a variety of materials.
- Quick response to emergency situations.
- Exposure to communicable disease, airborne pathogens, and bodily fluids.
- Exposure to students with severe emotional disturbances.
- Exposure to physical injury from students.
- Exposure to emotional outbursts.



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- Position may be exposed occasionally to disagreeable conditions involving student contact.

### Company Overview

Lakes Country Service Cooperative (LCSC) is a public, nonprofit agency committed to delivering high-quality, innovative services that support the success of our members. As one of nine independent service cooperatives in Minnesota, LCSC was established by the Minnesota Legislature to provide specialized programs and resources that strengthen communities across the region.

Guided by our mission—"**We advocate for strong communities through service and leadership**"—we work collaboratively with schools, local governments, and other organizations to enhance education, administrative efficiency, and community development. Our core values of **leadership, collaboration, and service** drive our approach, ensuring that we meet the evolving needs of our members with integrity and dedication.

With a vision of "**Learning, leading, and innovating to achieve vibrant, inclusive communities,**" LCSC continues to be a trusted partner in fostering growth, innovation, and excellence in the communities we serve.

### Equal Opportunity Statement

Lakes Country Service Cooperative (LCSC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

### Conclusion

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.



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I have received, reviewed and fully understand the Job Description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

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Employee Signature

Date Signed

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Supervisor/Manager Signature

Date Signed