



Three Rivers Montessori Charter School  
District 4266-07  
17267 Yale Street NW  
Elk River, MN 55330  
763-595-1213

## Three Rivers Montessori Charter School Special Education Teacher Job Description

**School Mission:** Empowering students to reach their full potential through authentic Montessori learning.

**Position:** Special Education Teacher

**Employment Type:** Exempt, Full time

**Core Hours:** Monday through Friday, 7:30 am - 3:30 pm

**Salary Range:** \$55,000.00-\$65,000.00 per year

### Major responsibilities

Conducts case management. Assume responsibility for case compliance and student academic progress.

- Conducts assessments, testing, and diagnostic examinations of students for the purpose of identifying learning issues, and recommending courses of action or corrective procedures to overcome issues and maximize learning.
- Participates in the development and maintenance of Individual Educational Plans ("IEP") for students.
- Assists students and teaching staff in implementing students' IEPs and behavior management plans.
- Coordinates with outside agencies, organizations, and institutions, including state and federal authorities as needed.
- Coordinates with administrators and other teaching staff members to ascertain individual students' abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research, and maintaining professional relationships with members of institutions of higher learning and the business community.
- Organizes and maintains a system for accurate and complete record-keeping.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Assists in the orientation of new teachers, and provides in-service training in guidance.
- Selects and requisitions appropriate books, aids, and other supplies and equipment and maintain inventory records.
- Performs other related tasks as assigned by the Special Education Coordinator and other central office administrators as designated by the Executive Director.

- Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

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### **Service Delivery**

Assume responsibility for providing services to students in need of additional or alternative support as written and directed in their IEP. Ideal candidates will be highly motivated, organized, optimistic, problem solvers, adaptable, and communicate positively and effectively.

### **Equipment**

Uses standard office equipment such as personal computers, printers, copy/fax machines, and telephone.

### **Travel Requirements**

Travels to school district buildings and professional meetings as required.

### **Qualifications**

- Require a Bachelor's degree or higher in Special Education
- Require a valid Minnesota teaching license in one (1) or more special education areas (ASD, EBD, SLP, DCD, SLD, PI, etc.)
- Montessori experience preferred
- 3 years teaching experience preferred

### **Industry**

Special Education

### **Employment Type**

1.0 FTE – Competitive Salary and Benefits

### **Start Date**

October 1st, 2022

Visit [threeriversmontessori.org](http://threeriversmontessori.org) for more information.

### **Application Process**

Submit your cover letter, TRM application (found on the website above), resume, and supporting documentation to [employment@threeriversmontessori.org](mailto:employment@threeriversmontessori.org)

*Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.*