

Special Education Case Manager 1.0 FTE – Warba, MN

We are currently seeking candidates for the 2021-2022 school year. Applications will be accepted through May 14, 2021.

Start Date: August 24, 2021

Location

Northern Lights Community School
305 Bridge Street, PO Box 2829
Warba, MN 55793

Grades

Northern Lights Community School serves students in grades 6 through 12.

Benefit Package

All full-time employees are eligible for benefits.

Compensation

Compensation is based on education level and work experience.

Work Commitment

This position is Full-Time – Monday thru Friday, 7:45 am-4:00 pm

Job Description & Responsibilities

The Special Education Teacher will be developed, supported, and guided by the School Director and Special Education Director, and Special Education Coordinator. The Special Education Teacher's major responsibilities are:

Special Education Case Management—Assume responsibility for case compliance and student academic progress, write IEPs and consult with regular education teachers, keep IEPs updated with the achievement of goals and objectives, issue quarterly progress reports on IEP goals for students and families, schedule and coordinate annual IEP meetings, ensure all evaluation recommendations are followed up with and completed, consult with Special Education Coordinator as necessary to ensure compliance, provide individualized instruction based on needs of IEPs

Required Qualifications:

- Bachelor's degree or higher in Special Education
- Appropriate Minnesota State Teacher License
- * We may consider someone completing a SPED licensing program

Knowledge, Skills & Abilities:

- Demonstrate knowledge of effective teacher methods and developmentally appropriate classroom activities
- Ability to maintain a positive learning environment for all students

- Strong classroom management skills and ability to defuse and resolve conflict with students, parents and co-workers by demonstrating poise, tact and diplomacy
- Computer competency in Microsoft Word, Outlook, Excel, e-mail and Internet
- Excellent verbal, written and interpersonal communication skills
- Regular, prompt attendance is essential
- Proficient in completing required duties accurately and efficiently according to established timelines
- Ability to work cooperatively, collaboratively and effectively with all students, parents and staff in a team environment
- Perceptive and capable of relating to individuals at all levels within the school

Institution Description

Northern Lights Community School is a 6-12 Project-Based, Public Charter School located 14 miles east of Grand Rapids, MN, on Hwy 2 – if you would like more information about our school, please visit our website www.nlcschool.org

TO APPLY:

1. Applicants should send their cover letter, resume and any letters of recommendation to Director Mike Hamernick at mike.hamernick@nlcschool.org or fax to 218-492-4402.
2. Applicant materials will be accepted until May 14, 2021.

Northern Lights Community School is an equal opportunity employer