



2051 Killebrew Dr, Suite 500 | Bloomington, MN 55425 | Phone: 651-642-0888 | Fax: 651-642-0435 | [www.blueskyschool.org](http://www.blueskyschool.org)

## SPECIAL EDUCATION LONG TERM SUBSTITUTE TEACHER

**Classification:** Exempt

**FTE:** 1.0

**Reports to:** Special Education

**Position Time Frame:** Beginning of October 2024 (possibly end of September 2024) and this will be a 12 week position

**Date of Job Description:** 05/03/2024

### SUMMARY

A Long Term Special Education Substitute Teacher provides high quality online education to students with disabilities through a well developed and implemented curriculum that complies with all legal requirements. They work with students via the internet, telephone and other means of electronic communication to ensure full educational needs are met.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following:

- Implement, & evaluate curriculum in accordance with state standards, curriculum is provided for you
- Provide direct service time to caseload students
- Coordinate modifications and adaptations with general education staff
- Research and comply fully with all special education laws
- Individually work with students requiring assistance
- Develop relationships with students and families
- Maintain & document regular correspondence with students & family in compliance with school policy
- Evaluate student work and submit grades in a timely fashion
- Attend parent-teacher conference nights if applicable
- Conduct IEPs
- Complete progress reports
- Other duties may be assigned.

### WORK ENVIRONMENT

The Special Education Teacher position is eligible for work from home. The Special Education Teacher is expected to be present on site for all in person staff meetings, conferences, and other activities deemed mandatory by the school. The job operates in a professional office environment and routinely uses standard office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

## **LANGUAGE ABILITY**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, students, office staff, students, and the general public. Ability to respond effectively to the most sensitive inquiries or complaints.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **EXPECTED HOURS OF WORK**

This position allows for flexibility, however employee must be available during “core” work hours each week. Core work hours are Monday through Friday from 8:30 a.m. to 4:00 p.m.

## **REQUIRED EDUCATION and EXPERIENCE**

- Bachelor’s degree (BA/BS) in Special Education from a four-year college or university
- Current MN Special Education teaching license

## **PREFERRED EDUCATION and EXPERIENCE**

- Preferred MN ABS Special Education License
- Prefer experience with Moodle and digital learning tools
- Prefer experience working with at-risk youth

## **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Ability to problem solve, work independently, prioritize projects, and manage deadlines with little supervision.

## **EEO STATEMENT**

*BlueSky is committed to providing equal employment opportunities and treatment for all employees and job applicants. In accordance with applicable law, BlueSky will not fail or refuse to hire any individual, discharge any individual, or otherwise discriminate against any individual by reason of the employees race, color, creed, religion, national origin, sex, disability, age, genetic information, marital status, sexual orientation, or status with regard to public assistance or on the basis of any status protected by state or local law for employees in the jurisdiction of such law.*

