

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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JOB DESCRIPTION

TITLE: SECONDARY SPECIAL EDUCATION TEACHER (Grades 6-12)
DEPARTMENT: SHOSHONE-BANNOCK JR./SR HIGH SCHOOL
SALARY: Teachers Schedule
OPENS: March 20, 2023
CLOSES: March 31, 2023
CAREER STATUS: **NON - EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The teacher shall assist students with disabilities, which meet federal and state criteria for placement in special education, in achieving individualized and general education curriculum goals and objectives as determined by their IEP.

SUPERVISOR:

The teacher will be under the direct supervision of the Principal of the Shoshone-Bannock Jr./Sr. High School.

DUTIES AND RESPONSIBILITIES:

1. Displays content knowledge and makes connection between content and other parts of the discipline.
2. Reflects understanding of current research and best pedagogical practice.
3. Demonstrates knowledge and understanding of special education laws and procedures.
4. Develops and implements Individual Education Plans (IEPs) for all assigned students with disabilities.
5. Maintains student compliance files in accordance with federal, state and local procedures.
6. Displays thorough understanding of typical developmental characteristics of age group as well as exceptions to general patterns.
7. Displays solid understanding of the different approaches to learning that different students display.

SECONDARY SPECIAL EDUCATION TEACHER (Grades 6-12)

Approved 07222024 DA3296

8. Develops instructional goals that adequately reflect identified individual student needs as determined by evaluation or assessment.
9. Uses assessment results to plan for individual and group instruction.
10. Displays knowledge of resources and knows how to gain access to enhance student learning.
11. Designs learning activities, which are suitable to students' IEP goals.
12. Interacts with students in a polite, caring and respectful manner.
13. Conveys genuine enthusiasm for subject and students.
14. Supervises Learner Support Assistants (LSAs) and volunteers assigned to their classroom.
15. Responds to student misbehavior appropriately and successfully.
16. Demonstrates clear and accurate oral and written communication.
17. Engages students in learning.
18. Persists in seeking instructional approaches for students who have difficulty learning.
19. Makes accurate assessments of instructional effectiveness.
20. Monitors student progress toward achievement of instructional goals.
21. Communicates with students and parents about student progress on a regular basis.
22. Meets development and academic needs of students.
23. Collaborates with related service providers to meet each individual student's needs.
24. Seeks out opportunities for professional growth.
25. Maintains high standards of ethical behavior and confidentiality of student information.
26. Plans and implements an instructional program to meet the needs of all assigned students with disabilities.
27. Obtains and keeps accurate student IEP records.
28. Schedules IEP meetings for students assigned to them and attends all staffing meetings and schedules Professional Development sessions, unless given written permission not to attend by Principal.
29. Complies with requests made by the District Administrator, Principal, and/or School Board.
30. Maintains a sensitive and positive relationship with Native Americans and other professional staff.
31. Adapts quickly to change(s).
32. Maintains strict confidentiality of all student information processed through the Shoshone-Bannock Jr./Sr. High School, including records, reports, documents, conversations, etc. A breach of confidentiality will be subject to appropriate disciplinary action, including termination from employment.

33. The teacher must conduct her/himself in a professional manner that will bring credibility to the Tribal Government and the Shoshone-Bannock School District.
34. The teacher's performance standard shall include but is not limited to;
 - a. An ability to maintain dependable attendance and reliability;
 - b. An efficient use of public communication skills to provide teaching;
 - c. Maintains contacts with parents;
 - d. An ability to establish and maintain effective working relationships with staff;
 - e. An ability to work independently with little supervision; and,
 - f. An ability to demonstrate knowledge of practices and procedures utilized in the teaching environment.
35. The teacher's duties and responsibilities will include other activities directed by the Principal to carry out position functions.

QUALIFICATIONS:

A Bachelor's Degree or Master's level degree from an accredited college or university in Education within the content area that will be taught.

Valid Idaho Exceptional Child Certificate endorsed for the appropriate levels and areas.

Experience working with computers; a knowledge of Word and Excel is preferred.

Knowledge of the Fort Hall area, community, and the customs of its residents.

Must work well with school faculty and other personnel.

Must have the ability to work with and around 6th – 12th grade students.

Must have proof of a valid Idaho driver's license and be insurable through the Tribes insurance carrier.

A background investigation must be completed and acceptable under the provisions of the policies of the Shoshone-Bannock District #537, and the Indian Child Protection and Family Violence Protection Act.

Must participate in and pass the alcohol/drug screen.

Must demonstrate the ability to understand and follow laws, rules and regulations, resolutions, and policies.

Employment history must demonstrate dependability, and teacher must demonstrate exceptional organizational capabilities.

Self-starter; complete tasks in a timely manner with the ability to work independently with little or no supervision.

Excellent verbal and written communication skills.

Ability to understand and execute a variety of complex written and oral instructions.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.