



WEST CENTRAL EDUCATION DISTRICT

Job Title: Special Education Teacher (182 day contract)

Location: West Central Education District Beacon (Setting IV) Program located in Melrose, MN

Reports To: Program Administrator

Position Overview:

The Special Education Teacher will work within a federal setting IV (self contained) program delivering tailored instruction and support to students facing social, emotional, behavioral, and learning challenges. This role encompasses curriculum development, social skill development, behavior management, collaboration with IEP teams, data tracking/assessment administration, fostering positive rapport with students and stakeholders, ensuring safety protocols, and active engagement in professional development initiatives.

Essential Functions:

- Plan and provide differentiated instruction to the diverse learning needs of special education students;
- Work closely with program administrator on developing and adhering to the daily schedule to ensure students receive quality instruction;
- Establish and maintain a structured, supportive, and engaging learning environment;
- Maintain a safe and inclusive learning space for students with varying disabilities and uphold student welfare across diverse settings, including transportation, outdoor environments, and non-classroom areas of the school setting;
- Foster trusting relationships with students, offering restorative approaches focusing on social, emotional learning throughout the student day;
- Guide behavioral aides (paraprofessionals) in school protocols, implementing accommodations, modifications, and individualized supports as required by the program and student's individual needs;
- Collaboratively plan with behavioral aides to guide their role in small group instruction, preparing materials, or monitoring progress;
- Work closely with related service providers to meet student needs;
- Communicate regularly with parents/guardians regarding student progress and IEP goals;
- Adheres to all due process procedures and compliance requirements;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of statutes and rules relating to special education;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

Education & Experience:

- Minimum of a bachelor's degree in Special Education; Emotional Behavioral Disorders (EBD) or Autism Spectrum Disorder (ASD) license preferred.



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- Prior experience working with students with significant social, emotional, and behavioral needs is preferred.
- Training in crisis intervention and de-escalation strategies preferred.

Salary Range: \$45,702-\$90,062 depending on education and experience based on the Teacher Master Agreement

Licenses, Certifications, & Registrations:

- Valid special education teacher license from PELSB
- Valid Driver's License

To Apply:

External Candidates:

Email the completed [job application](#), letter of interest, and 2 letters of reference to Vanessa Hoffarth, Beacon Program Administrator at vhoffarth@wced6026.com.

Internal Candidates:

Email Vanessa Hoffarth to express interest in the open position.

Posting Deadline: Position is open until filled.