



# **COYLE PUBLIC SCHOOLS**

## **“HOME OF THE BLUEJACKETS”**

P.O. Box 287  
Coyle, Ok. 73027  
Phone: 405-466-2242  
[www.coyle.k12.ok.us](http://www.coyle.k12.ok.us)

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**Superintendent/Elementary Principal:** Colby Cagle  
Email: [ccagle@coyle.k12.ok.us](mailto:ccagle@coyle.k12.ok.us)

**High School Principal:** Shane Dent  
Email: [sdent@coyle.k12.ok.us](mailto:sdent@coyle.k12.ok.us)

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**Job Title:** Special Education Teacher  
**Reports To:** Director Special Services  
**Contracted Days:** 180

**Position Summary:** To the maximum extent possible, work with a regular classroom environment through consultation and/or collaboration and/or co-teaching with assigned regular education teachers, to provide modifications and accommodations per students' IEPs; responsible for managing a student caseload of 20 to 40 students; when required, shall design and implement small group to individualized instruction per students' IEPs; consistently establishes effective rapport with students by use of research-based intervention techniques; responsible for working effectively with a team comprised of paraprofessionals, teachers, administrators, parents and central office staff with the purpose of providing quality educational services for each and every student, each and every day, without exception.

**Minimum Qualifications/Job Requirements:**

**Education:** Bachelor's degree required  
**Specialized Knowledge, Licenses, etc.** Valid Oklahoma Teaching Certificate with a Special Education endorsement  
**Experience:** Teaching and technology experience  
**Specific Training/Skills:** Continually incorporates the use of technology and the presentation and delivery of instruction to students.

**Essential Job Functions - (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary):**

- Develops and implements IEPs by maintaining a compliance rating of 97% or higher consistent with district requirements.
- Completes in a timely, accurate manner, roster and caseload reports, as required by the Office of Special Education.
- Completes documentation and charting required to measure progress on student IEPs per the schedule established by the district.
- Assist in maintaining accurate case records on all clients regarding enrollment in the educational assessment program, initial screening and individual evaluation, and other services provided by the assessment teacher in accordance with the requirements of district, state, and federal laws, regulations and/or policies.

- Continually incorporates the use of technology and the presentation and delivery of instruction to students.
- Continually monitors and adjusts students' instruction through the use of differentiation in such a manner as to enable the student to demonstrate proficiency toward state standards.
- Demonstrate effective use of oral and written communications in the completion of daily assigned duties.
- Routinely communicates with regular education teachers in regards to specific IEP needs of students within regular classroom environments.
- Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such students.
- Assists in screening, evaluating, and recommending placements of applicants in the school's special education program.
- Keep attendance records and all other records pertinent to the special education program for state reporting.
- When required, participate and complete CPI training to promote positive interactions with students with affective needs.
- Must be able to demonstrate competency in direction the day-to-day activities of assigned paraprofessionals.
- Perform paraprofessional related duties as deemed necessary by the Director of Special Services.

### **Application Process**

Interested candidates should submit a resume, cover letter, and copies of their teaching certification and transcripts to Special Services Director - Melisa Kifer at [mkifer@coyle.k12.ok.us](mailto:mkifer@coyle.k12.ok.us).