

<b>Position Type: Exempt</b>	<b>Department: Certified Staff</b>
<b>Position: Pre K, K, and SPED Teacher</b>	<b>Reports to: School Superintendent / Administrator</b>
<b>Salary Range: Certified Salary Schedule</b>	<b>Location: Bouse Elementary School</b>
<b>Term of Employment: Certified Calendar</b>	<b>Date: June 5, 2017</b>
<b>Shift: Day</b>	<b>Approved by: BES District Governing Board</b>

**We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.**

**POSITION SUMMARY:**

To be an advocate for students with special education needs by creating a flexible elementary school program and a class environment favorable to learning and personal growth; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for middle school and high school, in accordance with each student's ability.

**ESSENTIAL FUNCTIONS:**

- To establish effective rapport with students;
- Teaches district approved curriculum using District approved resources;
- Completes Individual Education Plans for each student, according to the needs of the student;
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil;
- Translates lesson plans into developmentally appropriate learning experiences;
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere;
- Evaluates students' academic growth, keeps appropriate records and maintains a grade book;
- Identifies student needs and makes appropriate referrals and implements strategies for individual education plans;
- Instructs students in citizenship and subject matter specified in state law and administrative regulations and procedures of the school district;
- Maintains and meets guidelines for First Things First Grant;
- Remains available to students and parents for education--related purposes outside the instructional day;
- Maintains complete and accurate student records to meet all District and State requirements;
- Plans and coordinates the work of teacher aides, parents and volunteers in the classroom and on field trips;
- Creates an environment for learning through functional and attractive displays and exhibits of student work;
- Complies with all rules, regulations and policies of the Governing Board.

**CERTIFICATES, LICENSES AND REGISTRATION:**

- Current Arizona Special Education Teaching Certificate with SEI endorsement (or ESL/bilingual endorsement);
- Additional approved areas on certificate preferred; Reading and Math endorsements preferred;
- Must meet highly qualified requirements with documentation to support;
- Must have endorsements/approved areas in core classes taught listed on certificate to be the teacher of record;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

**Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream**

## TO APPLY FOR THE POSITION OF Pre K, K and SPED

Please send the following:

- Cover Letter
- Resume
- Educational Vitae
- Unofficial Transcripts
- Copies of Certifications
- Three current Reference Letters

The packet can be mailed to: Bouse Elementary School District #26  
PO Box S  
Bouse, Arizona 85325  
Attention: Search and Screen Committee

Or delivered to: Bouse Elementary School District #26  
44936 Joshua Drive  
Bouse, Arizona 85325  
Attention: Search and Screen Committee

Or emailed to: [BESsearchscreen@yahoo.com](mailto:BESsearchscreen@yahoo.com)