

# MANHATTAN PUBLIC SCHOOLS

## VACANCY ANNOUNCEMENT

**JOB TITLE:**

Middle School Special Education Teacher

**SALARY RANGE:**

2024-25: \$38,326 - \$56,309 determined by education and experience; 2025-26 TBD.

**POSTING DATE:**

01/28/2025

**START DATE:**

2025-26 School Year

**POSITION SUMMARY:**

We are seeking a passionate and skilled Middle School Special Education Teacher and Case Manager to join our team. This position is responsible for supporting the academic, social, and emotional success of students with diverse learning needs. The ideal candidate will be committed to implementing best practices in special education and fostering an inclusive learning environment where all students can thrive. As a case manager, this role also involves coordinating and overseeing the development and implementation of Individualized Education Programs (IEPs) while collaborating closely with teachers, staff, and families. See this [link](#) for a full job description.

**DESIRED MINIMUM QUALIFICATIONS:**

Successful applicants will be expected to follow the Standards of the Montana Office of Public Instruction (OPI) and be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship. Will demonstrate an understanding of child and adolescent developmental issues, be able to relate to and work with children and/or adolescents, write reports and business correspondence, and effectively present information and respond to questions from students, parents, staff, and the community. Will need to handle stressful situations, maintain confidentiality of employment and student matters and effectively manage time and responsibilities.

**REPORTING RELATIONSHIP:**

Reports to the Middle School Building Principal and Special Education Director.

**TERMS OF EMPLOYMENT:**

1. This position is a 1.0 FTE, 166-day contract days based on a 4-day school week calendar.
2. Position qualifies for insurance and retirement benefits.

Collective bargaining agreement is available at school website, or use this [link](#)

**CLOSING DATE:**

Open Until Filled

**EQUAL EMPLOYMENT OPPORTUNITY:**

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

**APPLICATION PROCEDURE:**

Complete a certified application which is available on the school website [www.rollontigers.org/employment](http://www.rollontigers.org/employment) or in the Manhattan School District Office. Please provide your application, resume, three letters of recommendation, along with a copy of your teaching certificate and transcripts to Manhattan District Office, or you may email or mail your documents. Please address all documents to Kristie Pierce, Special Education Director and Mary Fulp, Middle School Principal. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.

**CONTACT INFORMATION:**

Email all application materials to [info@mhstigers.org](mailto:info@mhstigers.org) or mail to Manhattan School District Office, Attn: Mary Fulp, Middle School Principal, PO Box 425, Manhattan, MT 59741.