

Description

The Ballard R-II School District is seeking student-centered, enthusiastic, and knowledgeable teaching candidates for a K-12 Special Education and Process Coordinator roll for the 2025-2026 school year. In this position there is also the possibility of earning a yearly stipend as the Special Education Director based on experience and determination to learn the job. Ballard is a small, rural district with approximately 110 students, located between Adrian, MO and Clinton, MO on 18 highway; within 45 minutes south of the KC metro area and 20 minutes west of Truman Reservoir. A valid Missouri teaching certificate is required and other areas of certification would be helpful, but not required. Successful candidates will possess the ability to cross a broad spectrum of curriculum from elementary through high school, actively work to engage students in the learning process, and provide opportunities for individuals to achieve their maximum potential.

Essential Functions:

- Acts as the responsible agent for the special education process, the direct instruction of special services students, and is knowledgeable of the subject(s) they are assigned to teach.
- Maintains clear and up to date lesson plans.
- Conducts assigned activities from the administration, in conformity with the approved policies of the Board of Education.
- Relates plans to clearly defined objectives consistent with established curriculum. Provides the experiences needed to extend students' thinking skills with a program of study that, as much as possible, meet the individual needs and interests of the students.
- Prepares and has needed materials available. Increases the probability of continued student learning through greater motivation. Creates a classroom environment conducive to learning and appropriate to the maturity and interests of the students.
- Makes effective use of planning time. Observes designated working hours per the job assignment and uniqueness of each assignment.
- Employs a variety of instructional techniques, technology, and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
- Differentiate for individual students based on their unique learning needs.
- Maintains confidentiality and nonjudgmental views of children and families served.
- Frequent use of formative and summative assessments to determine instructional needs of individual students.
- Support individual student needs through collaboration with classroom teacher, other support staff, and parents.
- Takes necessary and responsible precautions to protect students, equipment, materials, and facilities.
- Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of behavior and procedures in the classroom and maintains order in the classroom in a fair and just manner. Encourages students to set and maintain standards of classroom behavior.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Continues professional growth through participation in developmental opportunities.
- Participates in curriculum development and improvement and revision of course outlines for the classes he/she teaches.
- Performs campus supervision as needed or directed by supervisor.

- Attends staff meetings and serves on staff committees as required.
- Participates cooperatively with the principal in performance evaluations as stated in the district's policies/procedures.
- Performs other duties as assigned at the request of the administration.

The Successful Candidate Will:

- Develop a program of study that meets individual needs, interests and abilities of students.
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons, corrects homework, and provides students with positive feedback and constructive criticism on assignments.
- Administers tests to evaluate student's progress, records results, and issues reports or conducts meetings to inform parents of progress.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Establishes positive secure relationships with students.
- Maintains discipline in the classroom.
- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required.
- Establishes and maintains appropriate working relationships by actively communicating with parents and stakeholders.

Qualifications:

1. Education level – Bachelor's degree
2. Certification or Licensure – Appropriate and current Missouri Teaching Certificate in Special Education.
3. Other requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.

Other information

Send your completed packet (letter of interest, resume, completed certified application, found on our website, transcripts, teaching certification, and 3 letters of recommendation) to Stephanie Nold, Principal via email or US Mail to the following: snold@ballard.k12.mo.us or 10247 NE State Rt. 18 Butler, MO 64730. You may also hand deliver your application to the address listed. Additionally, please follow up with a phone call to ensure your application has been received at 816-297-2656 x102 or if you have questions about this position please call. The position will be open until filled. Ballard R-II School District is an equal opportunity employer. www.ballardr2.net