



SPECIAL EDUCATION TEACHER

FLSA: Licensed (Professional)

PURPOSE: The purpose of this position is to work collaboratively with school staff in designing, implementing, and adapting instructional programs for the special educational needs of identified students in the Learning Resource Center (LRC) or the Life Skills program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Create and model a respectful learning environment.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Plan and implement a program of study and/or specially designed instruction following state and district goals, curriculum, and requirements to students identified with a broad range of disabilities.
- Consult with regular education teachers to adapt/modify regular classroom curriculum.
- Serve as case manager for services to students upon placement in the LRC or Life Skills program.
- Coordinate the evaluation of students referred to special education (including both initial and three-year evaluations) with the district Intervention Team, prepare summary assessment reports and interpret assessments to determine student need and eligibility under IDEA.
- Participate in and facilitate the development of individualized education programs (IEPs) for eligible students with disabilities ensuring that each IEP is in compliance with all state and federal requirements including mandated deadlines.
- Ensure that eligibility and IEP meetings are scheduled, ensure that all mandated participants have been invited and are in attendance, and conduct meetings efficiently and in a timely manner.
- Inform parents/guardians of due process rights.
- Develop and use data-based progress-monitoring systems to track student performance.
- Collaborate with school staff to develop and implement behavior support plans and to monitor student progress toward goals of positive behavior.
- Manage time to complete required special education paperwork in a timely fashion.
- Observe special education processes and requirements including progress reporting, data collection, and other procedural work.
- Maintain accurate, complete and confidential records as required by law and district policy and administrative regulations.
- Work as part of the school team to fully implement Response to Intervention (RTI).
- Work effectively and collaboratively with diverse student, staff and community populations.
- Train and coordinate work of Educational Assistants.
- Establish and maintain open lines of communication with school staff and with parents/guardians concerning academic and behavioral progress of students.
- Assist school staff and administration in implementing all policies and/or rules governing student conduct, reinforce individual school's plan for positive behavior support, develop reasonable rules for classroom behavior and utilize effective, proactive behavior management skills in all school settings.
- Assume responsibility for assigned duties, e.g., playground, lunchroom duty.
- Utilize technology as related to job responsibilities.
- Reflect upon own teaching performance and accept and implement supervisory feedback to improve skills and services to students.
- Take primary responsibility for pursuing and evaluating own professional growth.



SPECIAL EDUCATION TEACHER

- Attend and participate in Special Education and building staff meetings, and district inservice meetings.
- Participate in activities that are related to school functions and/or the education process that occur outside the regular workday, in accordance with the collective bargaining agreement.
- Work collaboratively with school personnel in meeting diverse social and academic needs of students.
- Perform other duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Corvallis School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations.
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Oregon teacher's license with appropriate special education endorsement and grade level authorization. Must be highly qualified or able to become highly qualified in area assigned according to NCLB laws.
- Experience with and knowledge of students with a wide range of disabilities.
- Knowledge of state and federal special education regulations and procedures with regard to referral, identification, evaluation, placement and provision of a free, appropriate education.
- Familiarity with a variety of instructional, assessment and behavior management strategies that reflect current research on best practices.
- Familiarity with state standards and curriculum frameworks.
- Knowledge and experience with differentiated instruction.
- Effective oral and written communication skills.
- Knowledge of state and federal education laws and of student and staff rights.
- Ability to exhibit professionalism and effective human relations.
- Ability to effectively manage and supervise students and their work.
- Ability to direct the work of other staff members.
- Ability to facilitate meetings and collaboration efforts with staff and community.
- Ability to travel among district facilities as needed, and, if driving, the ability to meet district driving standards.



SPECIAL EDUCATION TEACHER

- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent or prolonged standing, walking and sitting.
- Crouching to work with younger students.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 25-50 pounds.
- Work may require lifting or assisting in lifting a student or physically restraining a student from harming self or others.
- Possible exposure to bodily fluids due to student injury or illness.
- Possible exposure to bodily harm due to student behaviors.
- Exposure to a variety of chemicals comprising instructional and art supplies and materials.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- This position may require traveling to multiple work sites.
- Evening and/or extended work hours may be required.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work.

I have read and understand this job description.

Signature _____

Date _____

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature