



# Eagle Pont School District 9

## Job Description – Special Education Teacher

### **PURPOSE:**

- Evaluates, designs and implements all aspects of specifically designed instruction for children with disabilities. Serves as a member of the building Student Services Team and the assessment team for handicapped students.

### **REPORTS TO:**

- Site Administrator

### **QUALIFICATIONS:**

- Holds current Oregon Teaching Certificate with endorsement for Special Education.
- Passes required criminal background check.
- Maintains a valid Oregon Driver's License and personal transportation.

### **ESSENTIAL FUNCTIONS:**

- Planning and preparation, classroom environment, instruction and professionalism.
- Maintains integrity of confidential information relating to students, staff, or district patrons.
- Maintains satisfactory attendance and punctuality.
- Good communication, organization and computer skills.
- Ability to work cooperatively with staff, students and the public.
- Plans, teaches and evaluates student performance at a high level.
- Is familiar with and adheres to all relevant Board policies and administrative regulations, TSPC standards, building rules, and applicable state and federal law.
- Strong work ethic.
- Demonstrates appropriate collaboration and leadership skills.
- Provides for the health and safety of students in all school settings.
- Supports the philosophy and mission of School District 9.
- Familiarity and ability to implement state and federal law concerning special education.
- Maintains all compliance records at a proficient level.

### **PHYSICAL REQUIREMENTS:**

- Stamina for eight hours of student instruction and supervision.
- Use of hands for repetitive motions, such as writing and typing.
- Standing/walking: 3-6 hours/day
- Sitting: 2-4 hours/day
- Occasional physical interaction with students, as provided by law, and to ensure the physical safety of the student and/or others.
- Occasional bending, kneeling, squatting, climbing of stairs or ladders.
- Lifting/carrying: up to 40 lbs.

### **GENERAL RESPONSIBILITIES**

- Provides leadership to develop systems that provide continuum of special education services as dictated by student need.
- Provides collaboration, consultation and training to teachers, educational assistants and families regarding special education needs and interventions.
- Participates in and provides staff development on best practices and research on special education related topics
- Participates in school based multidisciplinary teams and manages IEP teams where appropriate.
- Establishes and maintains professional, positive, cooperative, and harmonious relationships with administrators, staff, students, parents and the community.
- Develops and enforces written rules for student behavior
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Directs and assigns activities of assigned instructional assistants and other para-professionals.



## Eagle Point School District 9 Job Description – Special Education Teacher

- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Develops and implements personal and program goals as required by TSPC and School District 9.
- Participates in the determination of student eligibility for special education programs.
- Prepares and maintains required district, state and federal records and reports in a timely manner.
- Consults with staff and parents regarding individual student's progress toward goals.
- Assists regular education teachers in the location and preparation of curriculum materials to support the IEP student.
- Uses techniques and methodologies appropriate to student abilities and severity of handicap.
- Administers state and federal tests in accordance with established rules and procedures.
- Uses approved methodology to provide for the health and safety of students, including administration of medications or providing health procedures in compliance with district policies and state and federal laws and regulations.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Develops and implements appropriate state assessment expectations with accommodations/modifications as needed.
- As authorized, approved the expenditure of district resources to meet the individual needs of students with disabilities.
- Provides leadership, collaboration and mentoring to other district leaders.
- Develops and maintains positive, appropriate, professional relationships with students and recognizes necessary boundaries in interacting with students.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs job related tasks as designated by supervisor.

### **RATE OF PAY:**

As per collective bargaining agreement

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Board Adopted: August 14, 2013