

# **Creswell SD 40**

## **1.0 FTE Special Education Teacher- Creslane Elementary 2025-26 School Year (743)**

### **JOB POSTING**

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#### **Job Details**

*Posting ID*

**743**

*Title*

**1.0 FTE Special Education Teacher- Creslane Elementary 2025-26 School Year**

*Description*

Creswell School District is seeking appropriately licensed candidates for a 1.0 FTE Special Education Teacher Position at Creslane Elementary School for the 2025-26 school Year.

**Position open until filled. Applicant screening begins August 5th.**

**WORK YEAR: 190 days**

#### **JOB SUMMARY:**

The Special Education Teacher is responsible for the instruction and supervision of special education students for both Comprehensive Distance Learning as well as in-person instruction. The teacher functions in accordance with the established policies, rules, regulations and the performance standards of the District, State and Federal requirements and the performance goals established for the teacher. Strong classroom management skills and parent and community involvement are expected. All teachers are responsible for student achievement, supervision, guidance, development and safety. The teacher is expected to work within a team concept and demonstrate the ability to provide instruction to students in the identified areas of Specially Designed Instruction listed on each student's individual IEP.

#### **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.

- Model and teach respect with an awareness of diversity.
- Coordinates with Special Education team, building administrator, Director of Special Services in the implementation of students IEP's.
- Assists the team in establishing an educational plan, and daily schedule in accordance with the educational and academic needs of the student
- Works closely with the school psychologist and program staff to develop each student's annual academic and behavior goals. These goals will be consistent with the student's current level of academic performance, the current level of emotional and behavioral functioning, and any other area of need that the student has.
- Completes required IDEA paperwork in a specific time and manner for all students on his/her caseload. This includes all case manager duties of each student in the therapeutic behavior program.
- Implements curriculum to meet the requirements for core content area classes.
- Designs and delivers specially designed instruction to students based on their needs and services listed in the IEP.
- Works with specialists to ensure that each student is provided with the full range of needed services.
- Writes progress notes, incident reports, attendance, and/or other required/requested documentation.
- Demonstrates a good understanding of special education disabilities, and demonstrates an understanding of how to work with the individual needs of children based on evidence-based practices.
- Works with the school psychologist and program staff to develop Functional Behavior Assessments and interview parents. The teacher is responsible for implementing the behavior intervention plan and adjusting the plan when needed, which includes notifying the team and setting up the meeting.
- Collaborates with parents/guardians to address student needs, communicates with parents/guardians through phone calls, emails or communication log weekly.

- Update and maintain accurate and complete records of student progress and development as required by the school, district, state and federal policies, regulations and laws.
- Makes provisions 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.
- Establish and maintain cooperative professional relationships and accept a share of the responsibility for co-curricular activities as assigned.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Supervise Sped assistants as assigned.
- Perform related 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 Creswell 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.

#### **MINIMUM 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 SPED Endorsement.
- Content knowledge in subject areas taught.
- Familiarity with state standards and curriculum framework.
- 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.

#### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of members of the Oregon Education Association.

#### **PHYSICAL REQUIREMENTS:**

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.
- 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 15-25 pounds.
- Possible exposure to bodily fluids due to student injury or illness.
- Exposure to a variety of chemicals comprising instructional and art supplies and materials.

#### **WORKING CONDITIONS:**

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 may be required.
- This position involves working in close proximity to groups of students and adults.
- 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.

Creswell School District is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Creswell School District is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Breanna Manzone, 541-895-6002, [bmanzone@creswell.k12.or.us](mailto:bmanzone@creswell.k12.or.us).

<i>Shift Type</i>	<b>Permanent</b>	<i>Salary Range</i>	<b>\$44,808.00 to \$89,858.00</b>
<i>Salary Code</i>	<b>Annual</b>	<i>Job Category</i>	<b>Licensed</b>
<i>External Job Application</i>	<b>OR Teacher Application</b>	<i>Internal Job Application</i>	<b>Internal</b>
<i>Location</i>	<b>Creslane Elementary School</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

#### **Job Application Timeframes**

<i>Internal Start Date</i>	<b>07/15/2025</b>	<i>General Start Date</i>	<b>07/15/2025</b>
<i>Internal End Date</i>		<i>General End Date</i>	

#### **Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

#### **Alternate Job Contact**

<i>Name</i>	<b>Amy Halley</b>	<i>Title</i>	<b>Principal</b>
<i>Location</i>	<b>Creslane Elementary School</b>	<i>Phone</i>	
<i>Email</i>	<b>ahalley@creswell.k12.or.us</b>		

#### **References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>	<b>OR Reference Check</b>
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