



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Licensed Special Education Teacher - School Age

Department: Social Emotional Learning Schools

Location: As Assigned

Reports To: As Assigned

FLSA Status: Exempt

Bargaining Unit: Licensed NWEA

Compensation: Licensed Salary Schedule

Work Days: 192

Prepared Date: 7/2021

Revised Date: 9/2023

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Licensed Special Education Teacher provides specialized instruction and support to students with diverse learning needs. The students served are enrolled in a self-contained classroom in a behavioral school setting. The Licensed Special Education Teacher collaborates with mental health professionals and support staff to create an inclusive and supportive learning environment where each student can achieve their full potential.

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.

1. Bachelor's degree in Special Education or related field (Master's degree preferred)
2. Appropriate state teaching certification
3. Working knowledge and experience in development and implementation of Individual Education Plans (IEP)
4. Experience in the education of children who exhibit behavior and emotional disorders
5. Possession or ability to obtain a valid driver's license
6. Bilingual and biliteracy skills preferred

KNOWLEDGE, SKILLS, and ABILITIES:

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to work with very high degree of accuracy and organizational skills
3. Ability to exhibit professionalism and effective human relations
4. Ability to analyze problems, provide recommendations, and implement solutions with a high degree of accuracy

5. Excellent organizational and multitasking skills, and ability to deal with a variety of situations
6. Confer regularly with immediate supervisor
7. Ability to lead work with minimal supervision, communicate clearly, and prioritize, manage, and delegate multiple projects
8. Strong decision making abilities
9. Develop job skills necessary to meet changes in the position
10. Maintain personal appearance and hygiene appropriate to the position as defined by the NWRES D

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks.
Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Develop and implement individualized education plans (IEPs) for students with disabilities.
- B. Adapt and modify curriculum materials to meet the unique needs of students.
- C. Provide direct instructions to students in various subjects, tailoring teaching methods to suit individual learning styles.
- D. Collaborate with general education teachers and support staff to ensure inclusive classroom practices.
- E. Develop and implement instructional programs that address the targeted needs on the IEP.
- F. Utilize appropriate strategies (behavioral and instructional), materials, and other available resources that will assist the students to achieve the goals and objectives that are addressed in the IEP.
- G. Monitor and track student progress, adjusting teaching strategies as needed.
- H. Participate in regular progress staffing on identified students.
- I. Conduct assessments and participate in the development of IEP goals and objectives.
- J. Foster a positive and respectful classroom atmosphere that promotes student engagement and social-emotional growth.
- K. Communicate regularly with parents/guardians to provide updates on student performance and progress.
- L. Attend professional development sessions to stay current with best practices in special education.
- M. Adhere to relevant law, ESD policies, and ESD procedures.
- N. Maintain regular and consistent attendance and punctuality.
- O. Performance of other job duties as assigned.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self



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- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee may be exposed to bloodborne pathogens. The noise level in the work environment is usually moderate.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.

- Travel to various sites may occasionally be required.

Required Physical Demands of Essential Functions and Responsibilities:

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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee may need to run after students to maintain safety. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at



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hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.