

Baker School District 5J

2090 Fourth Street • Baker City, Oregon 97814 • Telephone: 541-524-2260 • Fax: 541-524-2564
Mark W. Witty, Superintendent • mark.witty@bakersd.org

TITLE: Special Education Teacher

POSITION: Licensed

MINIMUM QUALIFICATIONS: Maintain a current Oregon Teaching License and Special Education Endorsement as defined by Oregon Teachers Standards and Practices.

REPORTS TO: Special Education Director and Building Principal

JOB SUMMARY: The Special Education Teacher works under the direction of the Building Principal in coordination with the Special Education Director to take responsibility for the instruction of students eligible for Special Education and within the parameters of Federal and State laws, District philosophy, curriculum, policy and procedure.

JOB REQUIREMENTS:

1. Knowledge of teaching principles/techniques as well as District philosophy, curriculum, policy and procedures governing Special Education.
2. Skill in assessing, planning and implementing programs of study for students with disabilities that will contribute to their development as mature, able and responsible citizens.
3. Ability to apply effective principles of instruction to direct and motivate students with disabilities.
4. Responsible for the learning environment of assigned students; supervises assigned Para Instructional Assistants and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties assigned by the Building Principal/Supervisor and:

1. Maintain an orderly and attractive instructional area with displays appropriate to the age and grade being taught.
2. Maintains an instructional area free from hazard to the health and safety of the students. Demonstrates, by performance, the ability to plan properly for the instructional process. Develops plans for the assessment of individual student abilities and achievement.
3. Establishes and applies standards of student achievement which are based on educational research, administrative guidelines, community expectations, and the individual abilities of students.
4. Develops and provides **differentiated** instruction which meets individualized student needs and maintains interests. Develops and implements individualized plans (IEP/504)
5. Works with team members to accomplish mutually agreed upon goals.
6. Communicate effectively with students regarding their educational progress.
7. Schedules IEP/student information meetings in a timely manner as prescribed by IDEA.
8. Communicates effectively with parents, classroom teachers and other professionals regarding a child's educational and/or behavioral progress.
9. Facilitate collaborative and inclusive IEP meetings to maximize participation.

10. Implement procedures for gathering diagnostic data.
11. Interpret diagnostic data to identify the needs and concerns necessary to develop the individual education plan for the student.
12. Utilizes diagnostic data to establish instructional objectives and to plan the program required to implement the objectives and measure the outcome.
13. Participate fully in staff training provided by the District.
14. Is knowledgeable to current technique or trends in Special Education.
15. Develop standards and expectations of student behavior and apply them fairly and consistently to all students.
16. Apply all standards of behavior developed by the District fairly and consistently to all students.
17. Seek the assistance of his/her supervisor or others in the building or government agencies when a student's behavior problem is beyond what can be handled reasonably in the Special Education/general education classroom.
18. Is consistently positive in his/her approach to students and shows a willingness to work with students beyond the limited scope of the classroom.
19. Demonstrate knowledge and skill in the specific requirements of the grade, area of subject field of his/her assignment.
20. Communicate effectively with colleagues regarding the educational process and its effect on individual students.
21. Establish and maintain a good working relationship with all members of the educational community.
22. Maintain complete and accurate records as required by law, District policy and administrative regulations.
23. Train and supervise Para Instructional Assistants in collaboration with Building Principal
24. Designs instruction, monitors and provides feedback for Instructional Assistants.
25. Strive to maintain and improve professional competence.
26. Maintain integrity of confidential information relating to a student, family, and district.
27. Perform such other tasks, assigned by the building principal/supervisor, related to the teaching assignment.

EVALUATED BY: This job will be evaluated annually by the District Special Education Director in collaboration with the building principal, in accordance with provisions of the District policy on Evaluation of Staff/GCN/GDN.

Salary schedules and leave times are determined by negotiated union contract. Number of work days are determined by the district and shown on work day calendar which is provided as an attachment to the District salary agreement.

This job description is to be used as a guide and may be changed or updated at any time. It is in no way intended to serve, in part or in whole, as an offer of employment or an employment agreement.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

REVIEWED AND AGREED TO BY: _____

DATE: _____