

**Jefferson School District  
Job Description**

**Job Title:** LICENSED EDUCATOR – Special Education Teacher  
**Reports To:** Student Services Director and Principal

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**JOB SUMMARY**

To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assesses student achievement on an ongoing basis through the use of formal and informal testing as well as maintaining appropriate assessments and other evaluation documentation for institutional and individual reporting purposes.
2. The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.
3. Assesses student abilities in relation to desired and/or agreed upon educational goals, objectives, outcomes, and perceived or identified disability or impairment.
4. Assigns work to and oversees instructional assistants and volunteers.
5. Manages the behavior of students in the instructional setting to ensure environment is conducive to the learning process.
6. Maintains appropriate licensure, authorization, certifications, and/or training hours as required.
7. Displays a sense of humor which does not rely on sarcasm or embarrassment.
8. Encourages honesty and respect.
9. Is tolerant of colleagues and students.
10. Treats all students fairly, with courtesy, personal dignity and respect to individual differences
11. Is free from habits which detract from effective teaching.
12. Demonstrates a personal interest in the achievement of each student.
13. Creates and maintains a classroom and/or instructional environment that is attractive, healthful, safe, conducive to learning, and ensures that materials are accessible to students and in good condition.
14. The teacher works to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.
15. Professionally represents the school and the district in interactions with parents, community, staff, and students.
16. Uses good judgment in expressing opinions related to students, parents, and colleagues.
17. Communicates with parents/legal guardians and school staff regarding student expectations and keeps these individuals informed of student progress of same.
18. Maintains confidentiality with respect to students and their records and is knowledgeable of the legal rights of students and parents.
19. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.
20. The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
21. Provides for or supervises physical care and feeding of students who because of a disability do not have feeding and/or self-help skills or abilities.
22. Maintains satisfactory personal health, except for temporary disability, has the emotional, physical, and mental abilities to meet the standards required of the position.

23. Collaborates with staff, parents, and other members of the team to develop Individual Educational Programs (I.E.P.'s) for each assigned student.
  24. Coordinates educational activities with other professional staff, both school and non-school based, as required, to maximize learning opportunities.
  25. Participates in the eligibility process, as assigned and after a student is determined eligible for special education services, participates in the intake process.
  26. The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
  27. The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
  28. Adapts instruction in order to facilitate student achievement.
  29. Executes planned classroom activities.
  30. Manages allotted learning time to maximize student achievement.
  31. Motivates and interests' students in an approved curriculum.
  32. Sets high, but achievable instructional and behavioral goals and be responsible for documenting their attainment.
  33. Utilizes classroom procedures which encourage student response and participation.
  34. The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.
  35. The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.
  36. The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.
  37. The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
  38. Selects appropriate material according to individual student ability.
  39. Performs required tasks in a self-contained, team, departmental or itinerant capacity as assigned.
  40. Processes routine matters promptly and efficiently, such as grade reports, attendance, requisitions, and other required paperwork.
  41. Promotes a positive attitude within the staff and toward the school in the community.
  42. Reserves the right to differ on issues, but will comply with decisions when made.
  43. Works for improvement of school programs.
  44. Makes effective use of resources: (a) materials, (b) human.
  45. Utilizes a variety of instructional multimedia materials and technology to enhance learning.
  46. Takes necessary and reasonable actions for protection of students and school property.
  47. Adheres to district policies and complies with applicable district, state, local and federal laws, rules and regulations.
  48. Adheres to Jefferson School District Handbook and policies
  49. Attends work regularly and is punctual.
  50. Interacts thoughtfully and courteously with students, staff, and parents and resolves conflict in a professional manner.
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### **MARGINAL DUTIES AND RESPONSIBILITIES**

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists and participates in the management of student behavior in other parts of the school, school grounds or work site.
  2. Provides leadership to student organizations.
  3. Participates in building and district level committees.
  4. Attends school activities scheduled outside the regular school day (e.g., Parent clubs, open house, etc.)
  5. Attends and participates in in-services and staff development activities as required or assigned.
  6. Assigns work to and oversees instructional assistants and volunteers.
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### **SUPERVISORY RESPONSIBILITIES**

All teachers have responsibility for supervising students and assisting in maintaining a safe environment.

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### **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.

- Bachelor's degree from an accredited institution, teaching license with appropriate endorsement and authorization. Must meet current federal and state requirements. Prior successful experience working in a school setting or with students strongly preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit.
- Ability to communicate fluently in English; verbally, and in reading and writing. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff and parents. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEP's, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- General knowledge of computer usage and operating system(s). Ability to proficiently use e-mail, internet software, spreadsheets, teaching software, and word processing software. Ability to use Student Information System(s).
- Ability to appropriately communicate with students, teachers, parents, and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions and appropriately react to a wide spectrum of behaviors.
- Certificates as determined by the district including meeting current Federal certification requirements, ability to obtain a valid CPR/First Aid card, Oregon Driver License, Oregon Food Handler card \*(if needed), blood borne pathogen training.

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**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee may often be required to assist a student in standing, walking or sitting. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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**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. The noise level in the work environment is usually moderate, but occasionally high depending upon the student population and activities. The employee is occasionally exposed to outdoor weather conditions. Employee may be exposed to body fluids and blood borne pathogens.

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**OTHER**

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 job (or the position itself) at any time it deems advisable.

Prepared by: Jefferson School District

January 8, 2019

I have read and understand this job description.

Signature:

Date:

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