



**SCHOOL
DISTRICT**

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28
Rockaway Beach, OR 97136
Phone: 503-355-2222
Fax: 503-355-3434
www.nknsd.org

June 17, 2025

POSITION: 25-26 Special Education Teacher

LOCATION: Nehalem Elementary

DURATION: Full-time, 191 days per year

TO APPLY AND/OR QUESTIONS CONTACT:

Karen Wheeler, Administrative Assistant/HR Coordinator
Neah-Kah-Nie School District
PO Box 28/504 N. Third Avenue
Rockaway Beach, OR 97136
Phone: 503-355-3506

SALARY RANGE: \$49,948 - \$99,894

APPLICATION TIMELINE: Applications accepted until 4:00 p.m. on June 20, 2025

QUALIFICATIONS: Submit application to SchoolSpring. Apply to position #572. Only complete applications will be considered. A complete application must consist of the following: SchoolSpring application, cover letter, two letters of recommendation

IN DISTRICT QUALIFICATIONS: Please submit a letter of interest to Karen Wheeler at the District Office. All letters of interest **must be signed!** An email will not suffice, unless it is a scanned email with a signature.

BENEFITS:

Medical, Dental and Vision Insurance (see insurance cap information in the table below), Retirement Plan, three personal leave days per year, one day of sick leave earned each month, family sick leave, eight paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars. Other employee benefits outlined in the Licensed Bargained Agreement can be found by clicking [here](#).

For additional district information and to apply visit our website at: www.nknsd.org

Neah-Kah-Nie School District is an equal opportunity educator and employer. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations.

The District, in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the District Administration Office at (503) 355-2222. Speech/hearing impaired persons may reach the District through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

NEAH-KAH-NIE SCHOOL DISTRICT
Job Description

TITLE: ELEMENTARY SPECIAL EDUCATION TEACHER

REPORTS TO: Principal

EVALUATED BY: Principal

FLSA STATUS: Exempt

JOB SUMMARY: Support and consult with the classroom teacher regarding ways to modify instruction and materials for students with learning disabilities and other handicapping conditions and provide specially designed instruction to assist students in the acquisition of skills and knowledge necessary to achieve the goals of the Individual Education Plan (IEP), as well as the State Benchmark Standards.

ESSENTIAL FUNCTIONS / PERFORMANCE RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides specially designed instruction focusing on individual student needs and the achievement of the state content and performance standards.
2. In preparation for instruction, address both short and long-term learning goals using prepared written lesson plans.
3. Provides developmentally appropriate learning experiences.
4. Works collaboratively with classroom teachers who have students with disabilities assigned to their rooms. Assists in the diagnosis and instructional planning for identified students, monitors the IEP and makes specific recommendations to teachers regarding the need for adaptations and modifications in instructional strategies and materials.
5. Maintains professional competence through inservice education activities provided by the District and/or in self-selected professional growth activities.
6. Uses a variety of formal and informal assessments to diagnose and monitor student progress on IEP goals and objectives.
7. Consults with, trains, and supervises Instructional Assistants regarding the academic and behavioral goals of students with disabilities.
8. Prepares and maintains accurate and complete records regarding the special education processes and procedures, referrals, testing, IEP decisions, IEP files and a census of identified students as required by law and district policy.
9. Maintains professional confidentiality concerning individual student data and achievement.
10. Communicates to students and parents the level of student achievement towards achieving the IEP goals and state standards, at a minimum, on schedule specified by IEP.
11. Establishes and maintains standards of student behavior needed to achieve a functional learning environment. Notifies and involves parents/guardians regarding a student's behavior as outlined in school and District policies.
12. Takes all reasonable precautions to provide a safe, secure learning environment.
13. Maintains a high level of professional integrity by adhering to the Teacher Standards and Practices requirements for an Ethical Educator, (as written in the Staff Handbook) as well as Board Policy and State Law.
14. Participates in various meetings (e.g. staff, department or grade level team, SST, IEP, parent conferences, inservice training, etc.) for the purpose of receiving and/or providing information or sharing expertise.

15. Maintains satisfactory attendance as defined in District policy and regulations.

SUPERVISORY RESPONSIBILITIES:

1. Trains, monitors and assigns work to instructional assistants

MARGINAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

1. Makes photocopies
2. Moves classroom furniture and organizes classroom
3. Coordinates and/or supervises at special events and/or field trips

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.

1. Hold a valid TSPC issued Oregon Teaching license with a Handicapped Learner or other appropriate endorsements.
2. Demonstrated prior successful teaching experience with disabled students.
3. Demonstrated understanding of state requirements and time lines for IEPs.
4. Understand the instructional and assessment requirements necessary to assist students in reaching the content and performance standards as established by Oregon's Educational Act For The 21st Century.
5. Demonstrated ability to read, write, and interpret complex IEP's to meet state requirements.
6. Knowledge of child growth and development at each level of instruction and a demonstrated ability to apply to instruction.
7. Knowledge of the social, emotional, physical and cognitive development of children
8. Knowledge of and demonstrated ability to appropriately apply effective behavior management methods, functional behavior assessment and behavior intervention plan strategies.
9. Possess functional computer literacy, knowledge of word processing and an understanding of how computers can assist instruction.
10. Ability to communicate verbally and in writing fluently in English.
11. Ability to respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies or members of the community.
12. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures governmental regulations and legal documents.
13. Ability to write reports, business correspondence and procedure manuals.
14. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets and word processing software.
15. Criminal Justice Fingerprint clearance.

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.

Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision. (See addendum for details)

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 as it deems advisable.

I have read and understand the responsibilities and qualifications of the position description.

Employee

Date