

GERVAIS SCHOOL DISTRICT #1 - SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

- Valid Oregon teaching license with Handicapped Learner and other endorsements as appropriate.
- Teaching experience preferred.
- Skill in assessment of student ability and academics.
- Valid First Aid Card as requested by Principal.

REPORTS TO:

- Director of Special Services and Building Principal

SUPERVISES:

- Instructional Assistants, Volunteers, and Student Aides.

JOB GOAL:

- To assist in the selection, implementation and management of appropriate services for students.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators):

- Participates in or coordinates the diagnostic team, Student Services Team, and other student teams, as appropriate.
- Observes timelines for referrals, evaluations, placement, annual review, and three-year re-evaluations in compliance with State and Federal regulations.
- Identifies students requiring student services, using appropriate assessment procedures.
- Interprets behavioral information to staff and parents as appropriate.
- Plans instruction that coordinates with classroom instruction and oversees implementation of instruction for students in the Resource Room.
- Provides assistance to classroom teachers in the selection of appropriate instructional methods and materials for identified students.
- Provides direct instruction to students, as appropriate, and/or provides management programs for staff to follow.
- Monitors behavioral management programs of select students as assigned.
- Complies with guidelines of District, State and Federal programs and/or mandates.
- Plans programs of inservice at the building level for staff which will inform and assist them in becoming more skilled and knowledgeable about handicapping conditions, methodology of instruction, and behavior management techniques.
- Maintains necessary parent communications, including scheduling of parent conferences, according to program guidelines.
- Monitors student progress and keeps Director of Special Services aware of progress and program success.
- Determines placement, develops instructional schedules, and supervises instructional assistants, volunteers, and student aides.
- Assists Principal in the evaluation of classified staff as appropriate.
- Maintains appropriate records.
- Reviews all incoming and outgoing behavioral records.
- Orders and maintains inventories of all supplies and materials.
- Participates in Parent Advisory groups as appropriate.
- Performs other duties as assigned.
- Maintains confidentiality at all times.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date