

GERVAIS SCHOOL DISTRICT #1 – SPECIAL PROGRAMS’ SPECIALIST

QUALIFICATIONS:

- Master’s Degree in Special Education or related field
- Valid Oregon Teaching License in the area of Special Education or School Counselor
- Experience as a specialist preferred
- Valid First Aid Card as requested by Supervisor

REPORTS TO:

- Director of Special Services.

SUPERVISES:

- Instructional Assistants, Volunteers, and Student Aides.

JOB GOAL:

- To provide diagnostic, prescriptive, and comprehensive services to students with behavior deficits that adversely affects their educational performance.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators):

- Ability to participate as a collaborative member of various professional learning communities within the district.
- Participates in the diagnostic team, Student Services Team, and other student teams, as appropriate.
- Schedules time to provide specially designed instruction in the area of behavior and social skills and helps build appropriate skills in assigned students as defined by Individualized Education Plans.
- Plans, develops, and follows schedule based upon service delivery model requirements as defined by Individualized Education Plans.
- Works cooperatively with colleagues and helps guide district staff as appropriate when implementing learning plans.
- Plans, organizes, and schedules appropriate meetings needed to support the implementation of IEPs, 504 Plans, or other learning plans.
- Designs appropriate and supportive skill development for assigned students.
- Designs data tracking sheets for students identified as having significant behavioral or communication concerns.
- Conducts systematic probes of behavior skills to determine levels of mastery; and maintains continuous tracking systems to measure student outcomes.
- Attends Individualized Education Plan meetings for students with behavioral needs.
- Observes timelines for referrals, placement, and annual review in compliance with State and Federal regulations.
- Provides regular support services to students in one-on-one and/or small group settings as defined by Individualized Education Plans, 504 Plans, or support plans.
- Provides constructive, timely feedback to students, parents and colleagues to enhance learning.
- Provides input into the evaluation of students to determine special education eligibility in the area of Emotional Disturbance or Other Health Impairment.
- Uses evaluation information, observation, and data to develop appropriate goals/objectives for Individualized Education Plans, 504 Plans or other support plans.
- Actively case manages all students with the single disability of Emotional Disturbance.
- Maintains accurate and complete student records for students who are assigned to specialist case load.
- Engages in peer review and collaborative planning with all school care teams.
- Maintains required paperwork completing these documents within legal time requirements.
- Communicates clearly and effectively in a variety of situations, including difficult ones, with parents, school district staff, community and/or state agencies members, and the public.
- Sets and meets performance goals.
- 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