

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: SPECIAL EDUCATION TEACHER

TYPE: Licensed

REPORTS TO: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to provide for the special educational needs of identified students keeping within the law, board policies, and administrative regulations. Responsible for writing and implementing Individual Education Programs (IEPs) for identified students.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon Teaching License with Handicapped Learner endorsement.

ESSENTIAL FUNCTIONS:

1. Plans and implements a program of study following state and district goals/curriculum that meets students' individual needs and development of students.
2. Plans and implements the student's program (IEP or 504 plan) by selecting specific instructional activities, materials, and methods related to diagnostic findings and recommendations of the evaluation team.
3. Diagnoses the needs and abilities of assigned students and prescribes appropriate learning activities for each student.
4. Organizes and conducts IEP meetings and manages the IEP or 504 process in accordance with law and district requirements.
5. Conducts appropriate state and district assessment activities.
6. Assists the classroom teacher(s) in developing instructional programs by providing materials, suggestions, techniques, and resources that the teacher(s) can use with the student(s) in the regular classroom.
7. Establishes and maintains open lines of communication with students and parents/guardians concerning all assigned students' academic and behavioral progress.
8. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom and school in a fair and just manner.
9. Maintains accurate, complete, and confidential records as required by law, district policy, and administrative regulations.
10. Confers with colleagues, administration, students, and/or parents.
11. Assists parents and community members as needed.
12. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
13. Coordinates work of assigned support staff.
14. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
15. Operates computer and software programs as related to job responsibilities.
16. Lifts, moves, or restrains a student on a regular basis.
17. Frequent or prolonged standing, walking, and sitting.
18. Frequent and prolonged talking/hearing conversations.

OTHER REQUIREMENTS:

1. This position is performed indoors in school buildings, although some outdoor instruction and supervision are required.
2. Possible exposure to bodily fluids due to student or employee injury or illness.
3. Exposure to bodily harm due to student behaviors.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

The current base work year is approximately 192-202 paid days, which is subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

Employee Name (Print)

Employee Signature

Date