

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Special Education Teacher – LRC II

DEPARTMENT: Special Services

REPORTS TO: Building Principal & Director of Special Services

POSITION SUMMARY: The Special Education Teacher provides instruction and supervises students in the Special Education LRC II Program. Further, s/he acts as the case manager for assigned students on Individualized Education Plans (IEPs), ensuring compliance with district and state guidelines and federal laws.

ESSENTIAL FUNCTIONS:

- Provide, plan, and supervise the instruction of students assigned to the Special Education LRC II classroom(s).
- Coordinate with classified and certificated support staff, parents, general education teachers, administrators, and special services in the development and implementation of an IEP for each special education student assigned.
- Plan, develop and facilitate meetings and IEP paperwork as required for each assigned special education student to ensure compliance with district and state guidelines and federal laws and in accordance with records retention guidelines.
- Systematically perform and record appropriate formal and informal evaluation of skills of the students assigned and make periodic reports to parents or guardians as well as to the designated school administrator.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Develop or adapt skill sequences and prepare appropriate daily interventions leading to the mastery of short-term objectives for each sequence step, for both individual and group instruction.
- Provide the structure and direction for ongoing, meaningful involvement of educational assistants in the delivery of instructional and behavioral programs as required to meet the IEP goals and objectives.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Follow the adopted district curricula for literacy and math skill development, attending staff meetings and other professional meetings as may be assigned by the principal.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Under the direction of a building administrator work collaboratively with specialist(s), such as the OT, PT, SLP, and Behavior Specialists to develop programmatic interventions appropriate to the students' physical and communication skills, including environmental needs of the students in the classroom and other school settings.
- Assist general education staff in techniques of instructional programming and adapting materials for students with IEPs, where appropriate.
- Develop a system of classroom organization and management which allows for appropriate use of individual, small and large group instruction.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Possesses certification or be willing to be trained in Right Response techniques.
- Use technology to provide challenging instruction to students of all learning levels.
- Continue to improve classroom methods and techniques by attending staff meetings, workshops and professional meetings or conferences and keep abreast of current educational innovations through professional literature.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: Bachelor’s or Master’s degree or Doctorate from an accredited college or university

EXPERIENCE: Appropriate academic background and coursework in teaching a Special Education classroom. Successful teaching experience and effective work with special education students preferred.

CERTIFICATES AND LICENSES: Valid Washington State Teaching Certificate with appropriate endorsement(s) in Special Education. Right Response certification. CPR/First Aid certification may be required. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Right Response training and CPR/First Aid/AED as required as well as that education or training which is required to be effective in the position and to maintain certification(s).

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date