

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Special Education Teacher

DEPARTMENT: High School Education
Echo Glen

REPORTS TO: Building Principal

POSITION SUMMARY: To provide instruction, activities, and learning experiences in accordance with the goals and objectives of the Echo Glen School program.

ESSENTIAL FUNCTIONS:

- Systematically perform and record appropriate formal and informal evaluation of skills relevant to the students assigned.
- Coordinate with support staff, parents, general education teachers and special services in the development of an individual education plan for each special education student in the program.
- 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.
- Develop a system of classroom organization and management which allows for appropriate use of individual, small and large group instruction.
- Plan, develop and facilitate IEP paperwork as required for each assigned special education student to ensure compliance with federal state and district procedures.
- Work as a team member with special education team, regular education staff and facility staff.
- Attend team and department meetings as requested.
- Assist teachers in the regular program in techniques of instructional programming and adapting materials for handicapped students, where appropriate.
- Function productively as a team member in planning, supporting and providing instruction.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Use technology to provide challenging instruction to students of all learning levels.
- 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.
- Continue to strive for professional growth, improving classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current special education 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.

QUALIFICATIONS:

EDUCATION: Bachelor's or Master's degree or doctorate from an accredited college or university.

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

CERTIFICATES AND LICENSES: Valid Washington State Teaching Certificate with endorsement in Special Education. Preference given to candidates who have Language Arts and/or Math endorsements. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification of license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and as required to maintain certification and endorsements.

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CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association

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