

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: TOSA: Special Education Specialist **DEPARTMENT:** Special Services

REPORTS TO: Executive Director of Special Services

POSITION SUMMARY: Under the direction of the Executive Director the Special Education Specialist provides District special education program support, ensuring compliance with District and state guidelines and federal laws. The Specialist support will take a variety of forms including assignment to instruct in a classroom as a substitute, compilation and writing of Individualized Education Plans (IEP), and leading professional development or training of staff.

ESSENTIAL FUNCTIONS:

- Provide, plan, and supervise the instruction of students who have an IEP as assigned.
- Assess the needs of assigned student(s) and provide a suitable learning environment to meet their needs as assigned.
- Assist classroom teachers and educational assistants in providing quality learning experiences for students with an IEP, including development of skills in differentiation of instruction.
- 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.
- 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 teachers in developing skills in differentiation of instruction and working with special education students
- Coordinate, facilitate, and provide training and coaching for building staff necessary to implement and maintain an efficacious special education program.
- 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 a teacher's absence.
- When instructing follow adopted curricula and deliver specially designed instruction.
- When acting as a case manager or a substitute classroom teacher evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the Directors.
- With collaboration and support from special education staff, plan, prepare and implement an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted.
- When instructing maintain order in the classroom setting and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on-task time.
- Maintain safe and healthful conditions through the instructional opportunities and report promptly to the Executive Director any serious accident or illness affecting students in the classroom.
- Connect building staff to resources required for successful implementation of special education services.
- Assist general education staff in techniques of instructional programming and adapting materials for students with IEPs, where appropriate and as assigned.
- Use technology to provide challenging instruction to students of all learning levels and to maintain appropriate records in line with records retention guidelines.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Possess knowledge of and adhere to federal regulations and state and District guidelines regarding the provision of special education services.
- 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 degree, Master’s degree, or Doctorate from an accredited university or college with appropriate academic background and coursework in teaching in a special education classroom or setting.

EXPERIENCE: Five (5) years of successful certificated experience in public schools working with special education students at various learning levels. Successful teaching experience and effective work with special education students. Prior demonstrated experience as a teacher leader. Prior experience coaching and training adult learners preferred.

CERTIFICATES AND LICENSES: Valid Washington State Teaching Certificate with appropriate endorsements. National Board Certification preferred. Possesses Right Response certification or obtain such within six (6) months of employment. 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: That which is required to be effective in the position and to maintain certification. Must obtain certification to be a Right Response trainer for the District.

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