

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Special Education Teacher – Transition

DEPARTMENT: Special Services

REPORTS TO: Director of Special Services-Secondary

ESSENTIAL FUNCTIONS:

- Provide or plan and supervise instruction to students assigned to the program at the appropriate level.
- Coordinate with classified and certificated support staff, parents, general education teachers, administrators, special services, and community agencies as appropriate 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.
- 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.
- Work cooperatively with a building or program 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.
- 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 administrator.
- Assess student performance in the areas of social, emotional, academic, functional (life) and skills within relevant settings and provide a suitable learning environment to meet their needs.
- Schedule and monitor transitional/vocational evaluation of special education students.
- Assist special education students with classroom adaptations, vocational guidance, planning, and training.
- Coordinate special education student's enrollment and transportation in community/off-campus activities.
- Coordinate student community on-the-job experiences and placements.
- Teach specified career exploration mini-courses.
- Assist special education students in arranging post-graduation job exploration; educational and training opportunities; and connections with adult service agencies.
- 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.
- 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.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- 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.
- Promote special education programs with community businesses, community agencies, and service groups.
- Possesses certification or be willing to be trained in Right Response techniques.
- Use technology to provide challenging instruction to students of all learning levels.
- Attend team and department meetings as requested.
- Continue to improve classroom methods and techniques by attending 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.

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 transitioning to independent-life preferred.

CERTIFICATES AND LICENSES: Valid Washington State Teaching Certificate with appropriate endorsement(s) in Special Education. Right Response certification preferred or willingness to be trained within 6 months of employ. CPR/First Aid certification or willingness to be trained within 6 month of employ. 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

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