

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Special Education Teacher, All Levels	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: School Administrators
EDUCATION:	Bachelor's Degree or Higher Appropriate Endorsements for Assigned Subjects and Levels/ Knowledge of Child Growth and Development at each Level of Instruction	FLSA Status: Exempt
LENGTH OF WORK YEAR:	190 Days Per School Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>This job description applies to elementary, middle, and high school teachers, unless otherwise identified by a specific teaching assignment in an alternate job description. Additional responsibilities and qualifications may be added for a specific position by the supervisor.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.</p>	

ESSENTIAL JOB RESPONSIBILITIES

DOMAIN 1: Planning and Preparation

1a Demonstrating Knowledge of Content and Pedagogy

- Content knowledge • Prerequisite relationships • Content pedagogy

1b Demonstrating Knowledge of Students

- Child development • Learning process • Special needs • Student skills, knowledge, and proficiency • Interests and cultural heritage

1c Setting Instructional Outcomes

- Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners

1d Demonstrating Knowledge of Resources

- For classroom • To extend content knowledge • For students

1e Designing Coherent Instruction

- Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure

1f Designing Student Assessments

- Congruence with outcomes • Criteria and standards • Formative assessments • Use for planning

DOMAIN 2: The Classroom Environment

2a Creating an Environment of Respect and Rapport

- Teacher interaction with students • Student interaction with students

2b Establishing a Culture for Learning

- Importance of content • Expectations for learning and achievement • Student pride in work

2c Managing Classroom Procedures

- Instructional groups • Transitions • Materials and supplies • Non-instructional duties • Supervision of volunteers and paraprofessionals

2d Managing Student Behavior

- Expectations • Monitoring behavior • Response to misbehavior

2e Organizing Physical Space

- Safety and accessibility • Arrangement of furniture and resources

DOMAIN 3: Instruction

3a Communicating With Students

- Expectations for learning • Directions and procedures • Explanations of content • Use of oral and written language

3b Using Questioning and Discussion Techniques

- Quality of questions • Discussion techniques • Student participation

3c Engaging Students in Learning

- Activities and assignments • Student groups • Instructional materials and resources • Structure and pacing

3d Using Assessment in Instruction

- Assessment criteria • Monitoring of student learning • Feedback to students • Student self-assessment and monitoring

3e Demonstrating Flexibility and Responsiveness

- Lesson adjustment • Response to students • Persistence

DOMAIN 4: Professional Responsibilities

4a Reflecting on Teaching

- Accuracy • Use in future teaching

4b Maintaining Accurate Records

- Student completion of assignments • Student progress in learning • Non-instructional records

4c Communicating with Families

- About instructional program • About individual students • Engagement of families in instructional program

4d Participating in a Professional Community

- Relationships with colleagues • Participation in school projects • Involvement in culture of professional inquiry • Service to school

4e Growing and Developing Professionally

- Enhancement of content knowledge / pedagogical skill • Receptivity to feedback from colleagues • Service to the profession

4f Showing Professionalism

- Integrity/ethical conduct • Service to students • Advocacy • Decision-making • Compliance with school/district regulations

WORKPLACE EXPECTATIONS

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.
- ✓ **Confidentiality:** 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 the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.
- ✓ **Appropriate use of technology:** The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class time.

ADDITIONAL FUNCTIONS

1. Provide high quality specially designed instruction to students according to student's IEPs
2. Conduct observation and complete reports to determine eligibility in categories measured through response-to-intervention model
3. Develop IEPs that are strength-based as well as child centered for overall educational improvement
4. Lead IEP team meetings
5. Ensure IEPs and service delivery align with district, state, and federal guidelines
6. Maintain appropriate data collection and complete progress reports as frequently as progress is monitored in the general education setting
7. Maintain schedules for pull-out services for students and paraprofessionals
8. Provide educational direction to paraprofessionals for individual and small group instruction
9. Contribute productively to the school as a whole
10. Assignment may require travel between schools
11. Pursue continuous professional growth.

12. Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
13. Adhere to all Oregon Administrative Rules related to licensed educators.
14. Maintain appropriate licenses and training hours as required.
15. Regular attendance is an essential function of this position.
16. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>95</u> % of the time / Works Outside <u>5</u> % of the time.
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			

Kneel		X			
Crawl	X				
Walk-Level Surface			X		X
Walk-Uneven Surface			X		X
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date _____
Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date _____
Print Name

Prepared by: _____ Date: _____
Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature Date