

Jefferson School District Job Description

Job Title: Teacher – Special Education (LRC/LIFE SKILLS)
Reports To: Student Services Director and Principal
FLSA Status: Licensed
Work Year: 190 Work Days
Date Revised: April 29, 2026

JOB SUMMARY

To work collaboratively with school staff in designing, implementing, and adapting instructional programs for the special education needs of identified students in the Learning Resource Center (LRC) or the Life Skills Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Creates and models a respectful learning environment that supports individual and collaborative learning, encourages positive social interaction, and actively engages students in learning.
- Effectively works with and responds to people from diverse cultures or backgrounds.
- Plans and implements a program of study and/or specially designed instruction following state and district goals, curriculum, and requirements to students identified with a broad range of disabilities.
- Consults with regular education teachers to adapt/modify regular classroom curriculum.
- Serves as case manager for services to students upon placement in the LRC or Life Skills Program.
- Coordinates the evaluation of students referred to special education (including both initial and three-year evaluations), prepares summary assessment reports and interprets assessments to determine student need and eligibility under IDEA.
- Participates in and facilitates the development of individualized education programs (IEPs) for eligible students with disabilities ensuring that each IEP is in compliance with all state and federal requirements including mandated deadlines.
- Ensures that eligibility and IEP meetings are scheduled, ensures that all mandated participants have been invited and are in attendance and conducts meetings efficiently and in a timely manner.
- Informs parents/guardians of due process rights.
- Develops and uses data-based progress-monitoring systems to track student performance.
- Collaborates with school staff to develop and implement behavior support plans and to monitor student progress toward goals of positive behavior.
- Manages time to complete required special education paperwork in a timely fashion.
- Observes special education processes and requirements including progress reporting, data collection and other procedural work.
- Maintains accurate, complete and confidential records as required by law, district policy, and administrative regulations.
- Works as part of the school team to fully implement response to intervention.
- Works effectively and collaboratively with diverse student, staff and community populations.

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- Provides for or supervises physical care and feeding of students who because of a disability do not have feeding and/or self-help skills or abilities.
- Trains and coordinates the work of Instructional Assistants.
- Establishes and maintains open lines of communication with school staff and with parents/guardians concerning academic and behavioral progress of students.
- Assists school staff and administration in implementing all policies and/or rules governing student conduct, reinforces individual school's plan for positive behavior support, develops reasonable rules for classroom behavior and utilizes effective, proactive behavior management skills in all school settings.
- Assumes responsibility for assigned duties, e.g., playground, lunchroom, bus duties.
- Utilizes technology as related to job responsibilities.
- Reflects upon own teaching performance and accepts and implements supervisory feedback to improve skills and services to students.
- Takes primary responsibility for pursuing and evaluating own professional growth.

SPECIAL EDUCATION TEACHER

- Attends and participates in Special Education and building staff meetings, and district in-service meetings.
- Participates in activities that are related to school functions and/or the educational process that occur outside the regular workday, in accordance with the collective bargaining agreement.
- Works collaboratively with school personnel meeting diverse social and academic needs of students.
- Performs other duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may, at times, perform other duties as assigned and are subject to change by the employer as the organizational needs and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL PERFORMANCE REQUIREMENTS

- Performs duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Jefferson School District and enhances learning.
- Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observes laws, district policies and procedures, and professional standards for this position.
- Works effectively and collaboratively with diverse student, parent, and community populations.
- Carries out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respects confidential information and the privacy of students, staff, and parents.
- Supports students and staff in the district's career related learning standards to encourage development of independent work skills through career exploration and community involvement.
- Collects, records, stores, retrieves, assimilates, organizes, and utilizes information and records electronically and traditional methods.
- Develops job skills necessary to meet changes in the position.

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- Maintains personal appearance and hygiene appropriate to the position as defined by the district.
 - Meets applicable district physical ability/health and safety guidelines for the position.
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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Oregon teacher's license with appropriate special education endorsement and grade level authorization. Must be highly qualified or able to become highly qualified in area assigned.
 - Experience with and knowledge of students with a wide range of disabilities.
 - Knowledge of state and federal special education regulations and procedures with regard to referral, identification, evaluation, placement, and provision of a free, appropriate education.
 - Familiarity with a variety of instructional, assessment, and behavior management strategies that reflect current research on best practices.
 - Familiarity with state standards and curriculum frameworks.
 - Knowledge and experience with differentiated instruction.
 - Effective oral and written communication skills.
 - Knowledge of state and federal education laws and of student and staff rights.
 - Ability to exhibit professionalism and effective human relations.
 - Ability to effectively manage and supervise students and their work.
 - Ability to direct the work of other staff members.
 - Ability to facilitate meetings and collaboration efforts with staff and community.
 - Ability to travel among district facilities as needed, and, if driving, the ability to meet district driving standards.
 - Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent or prolonged standing, walking, and sitting.
 - Crouching to work with younger students.
 - Possibly moderate to high noise level.
 - Frequent and prolonged talking/listening in conversations/meetings.
 - Requires accurate perceiving of sound, near and far vision, depth perception.
 - Requires handling and working with a variety of materials and objects.
 - Work may occasionally involve lifting/carrying objects weighing 25-50 pounds.
 - Work may require lifting or assisting in lifting a student or physically restraining a student from harming self or others.
 - Possible exposure to bodily fluids due to student injury or illness.
 - Possible exposure to bodily harm due to student behaviors.
 - Exposure to a variety of chemicals comprising instructional and art supplies and materials.
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- This position may require traveling to multiple work sites.
- Evening and/or extended work hours may be required.

OTHER

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 it deems advisable.

I have read and understand this job description.

Signature:

Date:
