



## SPECIAL EDUCATION TEACHER - ONLINE

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### Position Summary

The purpose of this role is to provide special education services in a remote learning program. Using an online platform, this teacher will work collaboratively with district and program personnel in providing, implementing, designing and adapting instructional programs for the special educational needs of identified students. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student.

### Supervisory Relationship

This position is supervised by a program administrator in collaboration with the Student Services Department.

### Essential Functions

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045). 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.

1. Works effectively and collaboratively with diverse student, staff and community populations to cultivate and model a respectful and productive working and learning environment.
2. Utilizes effective, proactive behavioral management skills within an online platform.
3. Collaboratively leads functional assessments and develops Behavior Support Plans with student-centered involvement.
4. Utilize effective instructional strategies and applicable data to differentiate and improve instructional practices and strategies for making data based instructional decisions.
5. Monitor and evaluate student performance on a regular basis and provide feedback to students and parents.
6. Creates and Implements individual plans (IEP/504/TAG).
7. Attends Support Services Team (SST) meetings and Student Support Services staff meetings.
8. Provides, implements, designs and adapts individual/group academic and behavioral programs in an online program aligning instruction, when possible, with district and state benchmarks.
9. Creates, adapts and modifies transition curriculum and activities.
10. Works collaboratively with other school personnel (e.g. Title I, regular education, school psychologist specialists, certified staff, classified staff, and administrators) in meeting the behavioral and academic needs of students.
11. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks.
12. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies. Assist students and parents with technical support requests relating to the course interface and student information systems.

13. Establishes and maintains open lines of communication with students and parents/guardians concerning both the academic and behavioral progress of all assigned students.
14. Assist in providing information to community groups, schools, or parents about the online instructional program.
15. Responsive to feedback from colleagues and administrators and is able to apply feedback to improve skills and services to students.
16. Assists schools in identification of students with disabilities.
17. Maintains ongoing and professional communication with parents, other teachers, school staff, and the Student Services Support Department in the planning, implementation and monitoring of programs.
18. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner.
19. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes and active participation in professional development and training as scheduled by the site administrator, SSD administration or the school district.
20. Provides synchronous and asynchronous instruction and student support.
21. Administers assessments and collects and interprets data to monitor student progress.
22. Manages time to complete required special education paperwork. Maintains effective and efficient record keeping procedures including records of parent and student contacts.
23. Refer students who are not complying with course or program policies to the site administrator for necessary interventions.
24. Designs instruction, trains, monitors and provides feedback for educational assistants and is available for problem solving.
25. Manages fiscal components and documentation of the program activities, as appropriate.
26. Utilizes technology fluently to manage all the components of student programs.
27. Anticipates program needs and coordinate implementation of program components.
28. Regular and predictable attendance.
29. Performs other duties as requested by the Educational Support Services Administrator.

### **Required Knowledge, Skills and Abilities**

1. Ability to communicate effectively with all stakeholders in an online program in written and oral form, including electronic media, using positive interpersonal skills.
2. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
3. Ability to use effective strategies in differentiating instruction.
4. Knowledge of and experience with supporting positive classroom and community behavior, in a remote learning environment.
5. Ability to manage students in an online environment.
6. Knowledge of curriculum and instruction best practices for online learning.
7. Knowledge of functional computer and technology literacy for functional aspects of the work, professional communication and instructional application, in particular related to teaching and consulting remotely.
8. Ability to establish and maintain cooperative working relationships with students and parents in a virtual setting.
9. Experience differentiating practices for diverse populations.
10. Outstanding verbal and written communication skills.

11. Ability to work effectively and collaboratively with diverse students, staff and community populations.

### **Workplace Expectations**

1. Maintain regular attendance to work and work related activities. Is punctual to meetings, completes work assignments with deadlines, and follows established schedules.
2. Specialist is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
3. Specialist maintains the integrity of confidential information relating to a student, family, colleague or district patron. Uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
4. Follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable to Mental Health position descriptions, and reasonable requests by proper authority.
5. All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance in related fields.

### **Minimum Qualifications**

- Valid Oregon teacher’s certificate with a Special Education Endorsement.

### **Work Environment**

- a. This is an online/remote position The work requires regular focus on a computer screen and precise control of fingers and hand movements, must possess ability to participate in extensive talking/hearing conversations, use of near/far visual acuity/depth perception with or without accommodation/field of vision.
- b. Requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects.
- c. Work may involve occasional lifting objects weighing 25-50 pounds.
- d. Depending on the circumstances, occasional physical presence at a district worksite may be required.
- e. Evenings and/or extended work hours may be required.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	EEA - Licensed
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Approved by</b>	Karen M. Hardin, Director of Human Resources
<b>Last revised</b>	May 13, 2022

### **Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

\_\_\_\_\_  
Date