



PARKROSE SCHOOL DISTRICT #3
10636 N.E. PRESCOTT
PORTLAND, OR 97220-2699
(503) 408-2100
www.parkrose.k12.or.us

Job Opening #MSSPED051613

PLEASE POST

ANNOUCEMENT OF VACANCY FOR 2013-2014 – REPOSTED

DATE: MAY 16, 2013

JOB TITLE: PARKROSE MIDDLE SCHOOL
1.0 FTE Special Education Teacher

JOB PURPOSE STATEMENT/S: *The job of “Teacher - Special Education” is done for the purpose/s of facilitating student success in academics and transition into adult living, interpersonal skills, skills of self-determination and activities of daily living through implementing District approved curriculum; documenting student progress toward meeting student outcomes; addressing specific needs of students; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc . Experience with preparation and implementation of transition and/or secondary reading instruction is not required, but appreciated. This position has the potential for Special Education Team Leadership through an extra duty contract.*

ESSENTIAL JOB FUNCTIONS:

- Collaborates with general education teachers to adapt lessons and develop supports for the purpose of implementing the IEP, including transition goals and services to meet the special needs of students.
- Provides instruction in study skills, skills of self-determination, academic skills and other skills as necessary to implement IEPs.
- Completes required paperwork to ensure provision of free, appropriate public education for students receiving special education services, including file reviews, notice of meetings, eligibility statements, IEPs, Summary of Student Performance and Prior Notice, as needed.
- Advises students, parents and/or legal guardians of student progress toward meeting IEP goals and classroom expectations.
- Assesses academic, social, communication, behavioral, vocational and self-determination skills to determine present level of performance, develop and monitor progress toward meeting IEP goals and transition plans.
- Develops, implements and monitors progress in student positive behavior plans.
- Develops and uses data-based progress monitoring systems to track student performance.
- Collaborates with school personnel, agencies and community agencies (e.g. vocational and social service agencies, caretakers, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum.
- Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- Instructs students with individualized special needs for the purpose of developing appropriate academic, interpersonal, daily living and transition skills through a defined course of study.
- Manages student behavior for the purpose of providing a safe and an optimal learning environment.
- Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of student progress.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.

OTHER JOB FUNCTIONS:

- Administers medication, first aid and/or health care requirements as may be required for the purpose of providing specialized treatment and/or monitoring medical conditions of students.

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Preparing and implementing transition lessons supporting students as they enter adult living
- Preparing and implementing reading instruction for secondary students
- Participates in various meetings (e.g. parent conferences, in-service training, special education team meetings, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.

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JOB & EXPERIENCE REQUIREMENTS – QUALIFICATIONS:

- Valid Oregon teacher certificate, preference for teachers with specified endorsement, plus multi-endorsements, acceptable to Teacher Standards and Practices Commission for position assignment to include the endorsement(s).
- Satisfactorily perform the requirements of the position as described in the job description.
- Possess the emotional and physical stamina to perform duties as required by the designated task except for temporary disability.
- Prior job related experience.

Skills, Knowledge and/or Abilities Required:

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance, address student needs.

Knowledge of effective, research-based instructional curricula and practices for special education students, best practices for transition planning, age appropriate teaching methods, state curriculum framework, and education code.

Knowledge of and ability to assess students' needs in academic, behavioral, study skills, social skills, skills of independence and self-determination skills and provide effective instruction in to meet students' needs in these areas..

Knowledge of and ability to provide specific transition curriculum and instruction for students as they move to adult living.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, and other school personnel, and meet scheduling deadlines.

Regular Attendance must be maintained

Preferred Bilingual, and Computer Literate.

- **License, Certification, Bonding, and/or Testing Required:** Teaching Credential for appropriate level of instruction and specialty area of special education, Criminal Justice Fingerprint Clearance. Blood Pathogen Training provided through the MESD.

REPORTS TO: Building Principal and Director of Special Education

APPLICATION PROCEDURE:

The Parkrose School District no longer accepts hard copy applications for licensed teaching positions. We utilize the Teachers-Teachers.com Application System that can be accessed at www.EdZapp.com.

Letter of Introduction

Completed EdZapp application

Resume

Three (3) current letters of recommendation

Copy of Oregon Teaching License

Copy of Orela or Praxis Tests

College Transcripts

QUESTIONS TO: HUMAN RESOURCES

Attn: Mary King
Mary_king@parkrose.k12.or.us

APPLICATION DEADLINE: MAY 30, 2013 AT 4:00 P.M.

START DATE: AUGUST 26, 2013

**Equal Opportunity Employer Applications with culturally diverse backgrounds are strongly urged to apply.*