



Sisters School District

“Home of the Outlaws”

Position Title: Permanent, Full-time Special Education Teacher for Sisters School District

Building Location: Sisters High School

Reports To: Sisters High School Principal & Director of Student Services

FLSA Status: Exempt

Date Posted: Internally: Friday, May 3, 2024 **Externally:** Thursday, May 9, 2024

Position Closes: Friday, May 17, 2024

Available: Monday, August 26, 2024

Description: Sisters School District is in search of a Permanent, Full-time Special Education Teacher at Sisters High School. This is a 190-day contract position Monday – Friday for 8 hours per day, 7:30a.m. – 3:30p.m. for the 2024-2025 school year.

Job Summary:

Under general supervision, this Special Education Teacher serves as a specialist for students who require special education programming and support. This Special Education teacher works to provide appropriate educational programming for students who experience a continuum of needs from moderate to severe impact on their education due to their disability and who require support services in order to access and benefit from general education instruction.

This teacher provides students with direct instruction in academic, functional, cognitive, behavior, executive functioning, social skills, life skills and vocational skills. In addition to these specific individualized programs, the staff may assist general education classroom teachers with selection of appropriate curricula and the development of behavior management programs. This staff is also responsible for coordination of vocational skill training and community job skill support.

Students may receive instruction within the Special Education classroom, general education classes and/or community job skill building as appropriate. The Special Education teacher will follow the regulations associated with IDEA, FAPE, and procedural safeguards and IEP development and implementation. The Special Education teacher works under the supervision of the principal and administrator in charge of Student Services.

Essential Duties and Responsibilities: *Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Meet District, State, and Federal Requirements, including; Displays knowledge of procedures, policies, and regulations, incorporates requirements into work habits, follows corrective procedures, Maintains proper and sufficient documentation.
2. Conduct Specialized Student Assessments and Evaluations, including; Is well-versed in a multitude of measurement techniques, selects appropriate measurement tools, is accurate and complete in clerical aspects of measurement, clearly communicates analysis of results and recommendations clearly.



Sisters School District

“Home of the Outlaws”

3. Establish and Facilitate Meetings and Discussions, including; Identifies situations requiring group discussion, Organizes and facilitates effective meetings, involving all participants, follows up and monitors any intended actions and outcomes.
4. Consult with Others to Develop a Plan that Guides Appropriate Instruction and Other Services for students, including; Works effectively as a member of a team, contributes creative solutions to problems, assumes case management responsibilities when necessary, uses training and experience to support classroom instruction.
5. Utilize Support Personnel, including; Determines skills and abilities of assigned support personnel, Delegates duties to provide the most effective opportunities for students, Monitors the effectiveness of the support personnel and provides direction and training as needed, supervises interns as needed.
6. Demonstrates Responsiveness in Supporting Teachers’ Instructional Needs, including; Supports instruction by being aware of teachers’ resource needs, searches out and provides, or makes teachers aware of, available and appropriate learning resources, Consults with teachers regarding appropriate use of resources.
7. Provides Effective Direct Service to Students, Families, and Colleagues, including; Takes initiative in determining needed services, provides developmentally appropriate face-to-face services, based on the staff member’s recognized level of competence, displays unconditional positive regard with individuals from a wide variety of backgrounds, displays flexibility in the nature and location of services provided, Communicates skillfully to each audience.
8. Develops and implements vocational training for students. Establishes community connections to help students build job skills. Works with community employers. Serves as a job coach teaching vocational skills both in class and in the community. Point of reference for SHS for connecting to Vocational Rehabilitation. Coordinates referrals and support with community partners such as Vocational Rehab.
9. Engages in the Determination of and Provision of Primary Prevention Activities When Needed, including; Recognizes need for prevention, involves others in the planning and delivery of prevention activities, Performs prevention, follow-up, and program evaluation activities.
10. Develops student behavior plans, monitors and oversees implementation.
11. Create and/or Coordinate School-wide or Community Programs to Support Students and Families, Including: Demonstrates thorough knowledge of a variety of developmental assets, resilience / protective factors, and related community supports, engages in a variety of activities to create programs that support students and families, evaluates intended outcomes of programs created.



Sisters School District

“Home of the Outlaws”

12. Participate in professional in-service and ongoing training to further develop specialized skills.
13. Completes ODE Exit Interviews and Post-Secondary Outcomes.
14. Fulfills working conditions and physical effort listed below.
15. Demonstrates proficiency in planning and preparation of instruction for students.
16. Create an environment of respect and create a culture of learning through proficient classroom procedures and appropriate management of student behavior.
17. Demonstrates proficient strategies for instruction, including; communication with students, using questioning techniques, use of engagement strategies and demonstrating flexibility and responsiveness to student instructional needs.
18. Demonstrates professional responsibilities, including; reflecting on teaching, maintaining accurate records, communication with families, participating in a professional learning community, growing and developing professionally, and demonstrating professionalism.

Marginal Duties and Responsibilities: *Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends educational support meetings, including individualized education plan (IEP) meetings, and school board meetings as directed.
2. Serve on building and District and school committees and councils.
3. Report issues to authorities as necessary, animal control, suspicious activity etc.
4. Reports safety, sanitary and fire hazards immediately to the supervisor

Educator Standards For Professional Practice: *The educator standards of professional practice define expectations for educators in the District and have been adopted by the Board of Directors. The standards help frame a comprehensive definition of effective teaching. Educators holding a teaching position will strive to perform at the proficient level on each of the following standards. Other duties may be assigned as necessary.*



Sisters School District

“Home of the Outlaws”

Domain I: Planning & Preparation

- a. Demonstrate Knowledge of Content & Pedagogy
- b. Demonstrate Knowledge Students
- c. Set Instructional Outcomes
- d. Demonstrate Knowledge of Resources
- e. Design Coherent Instruction
- f. Design Student Assessments

Domain II: Classroom Environment

- a. Create an Environment of Respect & Rapport
- b. Establish a Culture for Learning
- c. Classroom Management

Domain III: Instruction

- a. Effective Communication with Students
- b. Use Questioning & Discussion Techniques
- c. Engage Students in Learning
- d. Use Assessment in Instruction
- e. Demonstrate Flexibility & Responsiveness

Domain IV: Professional Responsibilities

- a. Reflect on Teaching
- b. Maintain Accurate Records
- c. Communicate with Families
- d. Participate in a Professional Community Grow & Develop Professional

Supervisory Responsibilities: This position may supervise volunteers, student aides, and educational assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

Knowledge, Skills & Abilities: 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.

- **Education, Certificates, Licenses, Registrations:** Must hold a valid Oregon Teaching



Sisters School District

“Home of the Outlaws”

License with the appropriate endorsement and authorization for the assignment, or be willing to obtain the appropriate license. Licenses as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit.
- **Leadership Skills:** Demonstrated ability to successfully lead adults in a student environment that may include constant interruption. Ability to plan and assign work to adults supporting a continuum of services.
- **Experience:** Demonstrated ability to successfully work with adolescent students and the public in a school setting. Student teaching also applies.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to provide students with an intuitive understanding of the concepts of math at the established grade-level standards.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Outlook, and Excel. Ability to type accurately and proficiently. Ability to effectively use Synergy gradebook.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. A belief that all students can learn.

Minimum Qualifications:

- Bachelor’s Degree
- Current Oregon License issued by Teachers Standards & Practices Commission
- Positive & current letters of recommendation from recent supervisors



Sisters School District

“Home of the Outlaws”

Preferred Qualifications:

- Master’s Degree
- 2 years special education teaching experience

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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. Occasionally perform work beyond a standard 40-hour work week when work-load requires. The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

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 as it deems advisable.

Salary: \$ 47,088.00 - \$ 87,024.00 annually, based upon education and experience per CBA. Excellent benefits package and Employer-paid PERS.

Submission Details:

Submit your Talented Recruit & Hire Application, Cover Letter, Resume, Transcripts and Three (3) letters of recommendation on Talented Recruit and Hire @ <https://sisters.cloud.talentedk12.com/hire/index.aspx> (Link on webpage)

Contact: The HR Department for any questions regarding this position @ (541) 549-8521 #5021.

Sisters School District is an Equal Opportunity Employer