

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/13	<u>TEACHER, LEARNING RESOURCE CENTER/LEARNING DISABILITIES, ALL LEVELS</u>	1.6.9A
Effective Date	Job Title	Index

1. Primary Functions:

- 1.01 Serves as a member of the assessment team for students with disabilities.
- 1.02 Provides instruction to eligible students with disabilities; primarily specific learning disabilities.
- 1.03 Provides consultation assistance as needed by building staff.
- 1.04 Completes forms and procedures as required by federal, state, and district regulations.

2. Responsible to: Building Principal

3. Assigned Responsibilities:

- 3.01 May serve as a member of the Student Study Team (SST).
- 3.02 Participates in the determination of student eligibility for special education programs and assists in the development of the assessment summary.
- 3.03 Explains assessment results to and develops corresponding recommendations for teachers and parents.
- 3.04 Develops Individualized Education Programs (IEP's) with criterion-referenced present performance levels, measurable short-term objectives, and annual goals related to assessment results.
- 3.05 Implements and revises the Individual Education Program (IEP) for eligible students.
- 3.06 Conducts probes of short-term objectives as scheduled on the IEP and records the results on the student's Behavioral Record copy of the IEP.
- 3.07 Provides appropriate individual prescriptive programs in academics, functional academics, communication skills, social skills, independent living skills, and/or behavior management, and maintains regular (i.e., daily or weekly) data on those programs.
- 3.08 Utilizes effective, positive, classroom and behavior management techniques.
- 3.09 Coordinates Learning Resource Center/Learning Disabilities services with general education teachers and other specialists.
- 3.10 When assigned as case manager; completes and maintains records in compliance with federal, state, and district regulations.
- 3.11 Provides inservice, consultation, and/or materials as needed by building staff.
- 3.12 Directs and assigns activities of assigned instructional assistants, volunteers, and other para-professionals.
- 3.13 Practices confidentiality in the use of student information.
- 3.14 Participates in staff development activities as offered.

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/13	<u>TEACHER, LEARNING RESOURCE CENTER/LEARNING DISABILITIES, ELEMENTARY</u>	1.6.9B
Effective Date	Job Title	Index

4. Minimum Qualifications:

4.01 Valid Oregon Teaching License with Special Education endorsement appropriate for assigned level(s).

4.02 Demonstrated ability to:

4.02.01 Use interpersonal skills to consult with parents, classroom teachers, instructional assistants, and volunteers on the individual programming needs of students.

4.02.02 Use appropriate instructional methods and classroom management techniques in group settings.

4.02.03 Administer and interpret individualized intelligence tests.

5. Work Environment: Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

6. Physical Requirements: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

7. Minimum Term of Employment: Teacher Contract.

8. Salary Level: Placement on the Salem-Keizer Public Schools Licensed Employee Salary Schedule.

9. Evaluation: Performance of this job will be evaluated in accordance with the provisions of the District's process for Evaluation of Licensed Personnel.

**I am willing and able to perform the duties of this job:**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_