

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/16	<u>Teacher On Special Assignment – Intern Support</u>	1.12.3
Effective Date	<u>Specialist</u>	Index
	Job Title	

1. Primary Function:

To assist intern special education candidates with case management, IEP meetings, Synergy paperwork, assessment and areas of their professional development towards becoming licensed teachers. Works daily with interns as assigned to model effective special education methods and strategies. Assists in scheduling IEPs, acts as District Rep as needed, case manages special education students as needed; assists with IEP paperwork as needed. Models effective IEP meetings and communication with families and students.

2. Supervised By:

Student Services Coordinators and/or appointed designee(s)

3. Essential Functions:

- 3.01 Supports special education intern candidates
- 3.02 Provides onsite assistance with the IEP process and paperwork
- 3.03 Provides case management of special education caseload
- 3.04 Models effective special education practices with students and staff
- 3.05 Models effective classroom management in Learning Resource Centers as well as self-contained classrooms
- 3.06 Assists in the organization and scheduling of the special education room and staff
- 3.07 Provides ongoing classroom assistance and peer observation and feedback
- 3.08 Provides Teacher of Record support

4. Additional Functions

Performs other duties as assigned.

5. Key relationships:

- 5.01 Director of Recruitment and Staffing
- 5.02 Special Education Recruitment and Retention Specialist
- 5.03 Special Education Intern Candidates
- 5.04 Student Services Coordinators
- 5.05 Student Services Program Assistants
- 5.06 University Supervisors

6. Minimum Qualifications:

- 5.01 Current Salem Keizer Special Education teacher
- 5.02 Valid Oregon Teaching License
- 5.03 Master's Degree with emphasis in Special Education
- 5.04 Five or more years successful experience in a special education setting
- 5.05 Demonstrated ability to communicate with varying key groups in a positive manner
- 5.06 Demonstrated knowledge of state and federal special education laws and guidelines for the IEP process

- 6.07 Demonstrate an ability to navigate successfully the district electronic IEP system
- 6.08 Willingness to attend related trainings and activities to support intern candidates
- 6.09 Must have the ability to drive to different sites within the District

7. Work Environment

Climate controlled office and school settings and exposure to moderate noise intensity levels. High level of contact with district personnel and the community.

8. Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office and school setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

9. Salary Level:

Placement on the current Salem-Keizer Public Schools licensed salary schedule plus the special education differential.

10. Evaluation:

Performance of this position will be evaluated according to the District’s process for the evaluation of licensed personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____