



## **Licensed Secondary Special Education Teacher**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** Performs as lead teacher supervising and directing work of the teaching staff. Work in collaboration with the school teaching and program staff to ensure that the education goals for the clients of Lithia Springs Programs are met.

### **QUALIFICATIONS:**

- Bachelor's degree in Education or Social Services required.
- Oregon Secondary Education License required.
- Oregon Special Education Credential (Handicapped Learner Endorsement) required.
- Minimum two years experience teaching in an alternative education setting preferred.
- Minimum two years experience working with high-risk youth/youth offenders preferred.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Current First Aid and CPR certification required.
- Must successfully pass a Background and Abuse Check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- A commitment to empowering others to solve their own problems.
- Values a nurturing family as the ideal environment.
- Conviction about the capacity for people to change and grow.
- Ability to establish a respectful relationship with clients to help them gain skills and confidence.
- Ability to work collaboratively with other personnel or professionals.
- Capacity to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to set and maintain limits.
- Ability to teach and work effectively with population.
- Basic knowledge of computer applications.
- Good written and verbal communication skills.

**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

#### **Agency Responsibilities:**

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.

- Adhere to program expectations for employee conduct with youth, co-workers, families, and professional community.
- Learn and follow all Community Works, Lithia Springs, and Service Delivery policies, procedures, and program agreements.

Service Delivery Skills Using Evidenced Based Principles:

- Provide services according to the program's mission, policies, procedures and service delivery philosophy.
- Consistently provide corrective feedback and behavioral reinforcements utilizing the Truthought vocabulary and concepts of: Responsible Thinking; Thinking Barriers and Tactics.
- Intervene with youth utilizing "carefrontation-vs-confrontation."

Instruction/Evaluation:

- Teach classes in areas assigned by supervisor; maintain up-to-date grade book and related student progress records.
- Develop and implement appropriate curriculum materials for prescribed classes.
- Work cooperatively with other staff to intervene pro-actively with students.
- Supervise students during school activities.
- Report attendance daily as per program requirements, and maintain a class attendance record.
- Report grades and credits
- Work cooperatively with staff in implementation of IEP Goals and Objectives.
- Transport students when necessary.
- Provide crisis intervention when necessary.
- Report youth behavior and academic performance for progress reports.
- In cooperation with Lithia Springs School staff, develop systems and coordinate operational responsibilities which facilitate the successful operation of Lithia Springs School. Attend weekly school staff meeting.
- Complete administrative tasks as required.
- Perform other duties as required.
- Participate in LSP training program.

Special Education/Administration:

- Coordinate and implement all special education activities to assure compliance with regulations.
- Determine present levels of educational performance and goals/objectives for students Service Plans.
- Participate in progress review process for all students including adjusting goals/objectives and citing progress.
- Provide remedial instruction to students.
- Determine present levels of educational performance and identify goals/objectives for students' Service Plans within 10 days of receiving IEP file.
- Review progress of students on Service Plan educational/vocational goals and objectives and enter information into data system.
- Attend local school district meetings and trainings for SPED.

Supervision:

- Supervise and direct school staff to assure day to day operation of the school program.
- Work cooperatively with other staff to intervene pro-actively with students.
- Supervise students during school hours.
- Provide supervision and crisis management for youth who are acting out during a school day.

Position Name: Licensed Secondary Special Education Teacher

Department: Lithia Springs

Supervisor: Program Director

Revision Date:

FTE: 0.5 ☒ Exempt ☐ Non-Exempt

Position #: 1508-300DP

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

**Community Works is an Equal Opportunity Employer**