

JOB DESCRIPTION
Learning Specialist – Structured Learning Center/Life Skills (SLC/LS)**IMMEDIATE SUPERVISOR** Building Principal**GENERAL DUTIES**

The LS Learning Specialist promotes and develops successful learning for handicapped students eligible for IDEA services in a self-contained setting. The Learning Specialist manages an assigned caseload, maintains regular communication with students, parents, and appropriate staff members, collects and maintains data/records to document student progress, and is responsible for development, revision and implementation of IEP's. The Learning Specialist will also provide direction to assigned instructional assistants.

ESSENTIAL REQUIREMENTS

- A. A minimum of a Bachelor's degree in an appropriate field of education
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrates command of oral and written English language
- D. Ability to effectively work and communicate with all students, parents, and school personnel from diverse cultures or backgrounds
- E. Maintain integrity of confidential information relating to students, staff, or District patrons
- F. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Provide a variety of situationally appropriate instructional techniques and methods
- B. Promote high levels of achievement in relation to individual abilities
- C. Use techniques and methodologies appropriate to student abilities and severity of handicap
- D. Utilize current and relevant subject matter, adapted to students' identified needs
- E. Demonstrate knowledge of an ability to use research-based principles of effective instruction
- F. Organize instruction using learning objectives clearly defined as student outcomes
- G. Employ teaching strategies congruent with planned student outcomes
- H. Select teaching strategies emphasizing student involvement
- I. Monitor student learning and pace instruction accordingly
- J. Develop and maintain a classroom environment conducive to effective student learning
- K. Develop a behavior plan for individual students as appropriate
- L. Consistently implement behavior plans for students and record results
- M. Use appropriate behavior modification techniques with students

- N. Use approved methodology to provide for the health and safety of students, including administration of medication, or providing health procedures in compliance with School District policies, State and Federal governments, under the direction of a Registered Nurse
- O. Prepare effectively for class
- P. Prepare daily lesson plans
- Q. Provide instruction predicated on course goals and objectives
- R. Provide instruction pursuant to goals and objectives delineated in student's I.E.P.
- S. Develop and communicate appropriate grading standards to students and parents
- T. Assure that grading standards are explained, understood by students and parents
- U. Assure that grading standards reflect needs identified on I.E.P.
- V. Assure that grading standards in I.E.P. are shared with appropriate certified staff
- W. Develop and maintain positive interpersonal relationships
- X. Model personal behaviors of honesty, fairness, courtesy, and consideration
- Y. Maintain a cooperative relationship with administration, staff, students and parents
- Z. Communicate with parents, counselors, related service staff, and students
- AA. Communicate with classified, certified, and administrative staff members
- BB. Instruct and direct assigned instructional assistants to maximize delivery of instructional services
- CC. Provide documentation of student progress
- DD. Provide timely and accurate feedback/documentation to students and parents as indicated in the student's I.E.P.
- EE. Assign and check homework and provide feedback
- FF. Maintain appropriate records of student performance
- GG. Collects appropriate student performance data for determining the extent to which student I.E.P. goals and objectives are achieved
- HH. Modify I.E.P. goals and objectives as appropriate
- II. Document related service needs as appropriate including medication, health procedures, therapy procedures and other special needs
- JJ. Provide documentation for behavior intervention plans and implementation strategies
- KK. Build motivation and interest in learning
- LL. Exhibit personal interest and encourage student interest in subject areas and I.E.P. domains
- MM. Maintain a current awareness of literature/activities in Special Education and the broader field of education
- NN. Maintain an ongoing personal program of professional growth and development
- OO. Develop and implement annually an approved plan for professional growth and development
- PP. Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
- QQ. Act as the responsible agent for an assigned student caseload

- RR. Coordinate the development and revision of I.E.P.'s for verified students within the guidelines established by the School District and State and Federal governments
- SS. Assist regular education teachers in the location and preparation of curriculum materials to support the student with a disability
- TT. Monitor and evaluate academic and behavioral progress in cooperation with other teachers
- UU. Evaluate student needs and recommend future pupil placement
- VV. Maintain all necessary records for identified students with disability
- WW. Work cooperatively with the Itinerant Specialists and Counseling Department
- XX. Coordinate services provided to the student with disabilities
- YY. Maintain all equipment identified in the I.E.P. for students
- ZZ. Perform other related duties as assigned by the principal and/or Superintendent
- AAA. Perform duties in accordance with District policy and terms set forth in the negotiated agreement
- BBB. Assist in the enforcement of school and District rules and policies
- CCC. Assume a share of responsibility for non-classroom student activities within the assigned workday
- DDD. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable

- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)				X	
Climbing (ladder)				X	
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control		X			
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date