

# NORTH KITSAP SCHOOL DISTRICT

## JOB DESCRIPTION

### Special Education ~ Functional Academics Instructor

#### **Purpose of the Job**

The Functional Academics Instructor is responsible for elementary age students with more severe disabilities (cognitive, academic, social/behavioral). Focus of program is instruction of students in functional academic skills, social skills, behavior, communication, and support of physical needs. There are additional responsibilities for supervision of any paraeducators and peer tutors. Training and/or experience with autism a plus.

#### **Essential Job Functions**

1. Support and implement quality programming for students with significant needs.
2. Effectively utilize email, special education IEP computer system, internet
3. Assess needs of students
4. Develop legally defensible IEPs.
5. Utilize effective data collection and analysis techniques to guide changes in programs for individual students
6. Hold effective IEP meetings
7. Support students to participate as independently as possible in the least restrictive environment
1. Use best practices /research-based instruction in all areas.
2. Differentiate/modify curriculum and instruction, including assisting other teachers who have the students in their classes.
3. Collaborate with parents and district staff.
4. Prepare students for WASL or develop portfolios for WAAS.
5. Develop and maintain all legally required paperwork.
6. Effective management of the environment including supervision and scheduling para-educators.
7. Oversee management of physical needs of student with support from school nurse and occupational therapist.

#### **Qualifications:**

##### **Education & Experience:**

8. Hold valid Washington State Teaching Credential
9. Endorsement in special education
10. Experience in providing services for multiply disabled students preferable.

##### **Knowledge Skills & Abilities:**

11. Effective written and oral communication skills.
12. Work effectively with professional cohorts and parents.
13. Creative, caring with commitment to education for all students.

##### **Licenses, Certificates & Special Requirements:**

14. Prefer training in one or more programs such as LSCI, CPI, de-escalation, or other behavior management system; academic instruction; social skills instruction (such as Skill Streaming); communication (such as PECs, signing)
15. Prefer experience with assistive technology (devices, hardware, software)

#### **Reporting Relationship:**

By Building Principal or designee, with input from Director of Special Services or Assistant Director, Special Education.

#### **Conditions of work:**

##### **Union Affiliation:**

NKEA

##### **Job #**

##### **FLSA Status:**

exempt

##### **Job History:**

Created:

##### **Salary Range:**

NKEA salary schedule

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*

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