

DUTIES & RESPONSIBILITIES: SPECIAL EDUCATION FUNCTIONAL ACADEMICS INSTRUCTOR

The Functional Academics Instructor is responsible for high school students with more severe disabilities (cognitive, academic, social/behavioral) through age 21 yrs old. Focus of program is instruction of students in functional academic skills, social skills, job experiences and job coaching, and post-high school community work/living experience (Step-Up Program). There are additional responsibilities for supervision of any paraeducators and peer tutors. Instructor is one of three Functional Academics teachers at NKHS. Students will be shared, although each teacher has own caseload.

Qualifications:

1. Hold valid Washington State Teaching Credential
2. Endorsement in 9-12 Special Ed, with preference for additional endorsement(s) in math and/or English (reading/language arts) or for CTE endorsement
3. Secondary teaching experience
4. Qualify as a trainer in one or more areas including behavior (such as SECURE); academic instruction (such as graphic organizers; specific reading instruction); social skills instruction (such as Skill Streaming); communication (such as PECs, American Sign Language or Signing Exact English)
5. Experience with assistive technology (devices, hardware, software)
6. Knowledge and experience with IDEA 2004 transition requirements

Essential Duties & Responsibilities:

1. Support and implement Secondary Guiding Principles
2. Effectively utilize email, special education IEP computer system, internet
3. Assess needs of students
4. Develop 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
7. Use best practices /research-based instruction in reading/math/writing/social/behavior/CTE
8. Differentiate/modify curriculum and instruction, including assisting other teachers who have the students in their classes
9. Establish, monitor, and maintain community based job sites. Would include setting up community based activities, monitoring students and paraeducator staff in the community, utilizing public transportation to access community activities
10. Network with outside agencies (such as DDD, DVR, juvenile justice, and/or foster care system)
11. Collaborate with parents and district staff.
12. Prepare students to pass the WASL (including WAAS)
13. Develop and maintain all legally required paperwork

Evaluation:

By Building Principal or designee, with input from Director of Special Services or Ass't Director, Special Ed.

Revised 3/07