



**Knappa School District No. 4**  
William Fritz, Superintendent

February 28, 2023

The Knappa School District is seeking to fill one position .5 FTE for a **Special Education Teacher** at Hilda Lahti Elementary for the **23-24 school year**

**Title:** .5 FTE Teacher **Special Education**

**Qualifications:** Hold Oregon certification at the appropriate level, Reading Endorsements and highly qualified.

**Reports to:** Principal and SPED Director

**Supervises:** Program Assistants

**Job Function:** To assist students toward fulfillment of their potential for intellectual, physical and emotional growth.

**Duties and Responsibilities:**

1. Develops and maintains an orderly classroom environment conducive to effective learning.
2. Develop and maintain a classroom environment free of discrimination and harassment of all kinds so as to promote an educationally nourishing classroom setting.
3. Plans an educational program that meets the individual needs, interests, and abilities of students: utilizing support personnel available when necessary.
4. Employs a variety of instructional techniques and strategies that engage all students in the learning process.
5. Assesses the academic growth of students on a regular basis and maintains records as required by the district and state.
6. Takes all reasonable precautions to provide for the emotional and physical well-being of all students.
7. Establish and maintains good communication with students, parents, fellow employees, and other patrons of the district.
8. Assists in determining and evaluating educational goals, methods, and materials in the school and in the district.
9. Assists the principal to implement school and district goals, rules, policies, and procedures as they relate to the total school and district programs.
10. Support and manage instructional assistants with the program.
11. Maintains confidentiality in all phases of work.
12. Manage student and intervention scheduling.
13. Have good collaboration skills with staff and families.
14. Organize and coordinate parent meetings and promote parent participation in program and school activities.

**Evaluation:** As determined by contract, district policy and regulations.

**Contract:** As contract agreement between OEA and the Board

Qualified applicants may request an application by contacting Diane Barendse at the Knappa School District Office at 458-6166 ext. 303, Monday through Friday, 8:30 a.m. to 3:30 p.m.

**Applications are being accepted until position filled.**

*It is the policy of Knappa School District to ensure equal employment opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*