



*Coquille*

School District #8

970 N Central

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

**DATE:** December 18, 2023  
**TO:** All Interested Parties  
**FROM:** Rachel Price, Human Resource Director  
**SUBJECT:** Notice of Vacancy – **Internal / External**

**Coquille School District has the following opening for the 23/24 school year:**

**POSITION:** **Teacher of Special Education - SLC – Winter Lakes Elementary**

**Qualifications:** Candidates should possess the ability to instruct student in academic skills, social skills, appropriate behavior and skills for school success.

**Salary Range:** **\$45,210 - \$83,749** DOE Excellent Fringe Benefits

**COMPLETE APPLICATION:**

**A Complete Application Consists of:**

- 1) Letter of interest
- 2) Application <https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1190>
- 3) Resume
- 4) Letter of recommendation
- 5) Transcripts
- 6) Current Oregon Teaching License

**SEND TO:**

Rachel Price  
Coquille School District 8  
970 N Central  
Coquille, OR 97423  
Or Email: [rprice@coquille.k12.or.us](mailto:rprice@coquille.k12.or.us)

**CLOSING DATE:** Open until filled

**TERMS OF EMPLOYMENT:** Pre-employment background check & drug testing required

**Coquille School District is an EOE.**

*If you have a disability and need this publication in an alternate form, please contact Coquille School District 8 541-396-2181*

# Job

Job Title: **Teacher**

Assignment: **Structured Learning Center**

Reports to: **Director of Special Programs**

Evaluated by: **Director of Special Programs**

# Job Description

**1. Position Overview:** Student instruction will include the development of academic skills, social skills, appropriate behavior, and skills for school success. Additional job responsibilities include case management, IEP development, assessment and data collection, scheduling meetings, parent/guardian communication, collaboration with general education teachers and management support staff.

## **2. Essential Job Functions:**

- a) Identifies the needs of individual students by continuous assessment of their performance and abilities.
- b) Uses identified student needs to plan instruction.
- c) Prepares and writes instructional plans and IEP's.
- d) Uses a variety of appropriate methods and materials to implement instructional plans.
- e) Organizes and manages classroom to create the optimum learning conditions.
- f) Applies learning theories to meet the needs of students.
- g) Evaluates and reports student progress.
- h) Supervises students in and out of the classroom.
- i) Initiates, plans, and carries out parent conferences.
- j) Initiates and maintains communication with parents and colleagues.
- k) Plans and coordinates the activities of educational assistants and other paraprofessionals as assigned.
- l) Administers standardized testing in accordance with division testing practices.
- m) Monitor caseload, meeting deadlines, time limits and expectations of the law.
- n) Other duties as assigned

## **3. Other Job Functions:**

- a) Participates in in-service and professional development activities.
- b) Assists in the assessment of building level needs and the planning required to meet those needs
- c) Attends meetings and serves on committees as assigned or directed (or if individual volunteers)
- d) Sets and carries out goals each year.
- e) Participates and coordinates multidisciplinary team as appropriate.
- f) Guides the learning process toward achievement of all IEP's and in harmony with the goals, establish clear objectives for the students.

## **4. Qualifications:**

- a) Knowledge of:
  - i. Current concepts, methods, and procedures of curriculum development and implementation.
  - ii. Laws, rules, policies, and trends regarding instruction
  - iii. Evaluation techniques.
  - iv. Standards based education.
  - v. Human development and learning.
  - vi. Behavior management techniques.
  - vii. Communication techniques.
  - viii. Current health and safety procedures and practices.

- b) Ability to:
  - i. Develop appropriate curriculum.
  - ii. Interpret and comply with laws, rules, and policies.
  - iii. Evaluate student needs and progress.
  - iv. Implement accepted principles of instruction.
  - v. Maintain acceptable student behavior and discipline.
  - vi. Communicate effectively.
  - vii. Observe timelines and confidentiality
  - viii. Maintain regular attendance

**5. Experience:**

- a) Demonstrated competency through college preparation, student teaching, and/or classroom experience, and professional development.

**6. License:**

- a) Current Oregon license with appropriate endorsement in area of assignment
- b) Current ODL.

**7. Physical Requirements:**

In an eight-hour day, employee may

- a) Stand/Walk                                7-8 Hours
- b) Drive                                        1-2 Hours
- c) Sit    1-2 Hours
- d) Stoop/Squat/Bend                    1-2 Hours
- e) Lift/Carry                                1-2 Hours    Up to a weight of    Over 50 lbs
- f) Climb Stairs                              Occasionally
- g) Use hands for repetitive motions        Frequently
- h) Use feet for repetitive movements        Occasionally

**Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.**

This job description, revised November 27, 2018, supersedes all prior descriptions for this position.

**I have reviewed this Job Description and understand the contents.**

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.