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Terry Augustadt - Superintendent

Heather Vanderploeg - Executive Assistant

EMPLOYMENT OPPORTUNITY

INTERNAL AND EXTERNAL JOB POSTING

#SPEDTeacher-09182024

2024-25 K-12 Special Education Facilitator/Teacher

Posting Date	September 18, 2024
Closing Date	Open until filled
Job Title	K-12 Special Education Facilitator/Teacher
Job Description	MSD employee who will also be providing services to TNW and MSD students and families. 1.0 FTE (170 contract days). Mon-Thurs 9hr days. With occasional Fridays.
Starting Date	TBD
Reports To	Director of Student Services & Superintendent
Salary	Based on the Licensed Bargaining Agreement Salary Schedule
Location	Hybrid

We want to talk to you! [APPLY HERE](#)

Marcola School District Vision

Candidates will possess the following qualifications that support our district's vision

“A community dedicated to helping students find their path”

Job Summary

Reporting to the Marcola School District Director of Student Services and Superintendent, the MSD/TNW SpEd teacher and facilitator is an innovator who inspires and supports all special education needs of MSD students as well as TNW virtual charter students, parents, and families assigned to them by facilitating an engaging and highly individualized education. The SpEd teacher gives academic and operational support to their parents, learners, and

colleagues working directly with SpEd students. SpEd teachers should be positive, caring individuals with excellent organizational skills. They should have stellar verbal and written communication skills. All MSD/TNW SpEd teachers must be self-starters as well as team players, flexible, and sensitive to the needs of others in the program.

Essential Duties & Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Instructional

- Oversee the planning and implementation of academic, physical, and extracurricular programs for virtual charter students, as well as MSD students. Work with other colleagues to implement and oversee the Individualized Education Plans for students who need additional support.
- Conduct oneself in a confident manner so as to present yourself as the point of contact for your assigned parents and learners of the Virtual charter program.
- Provide direction for implementing and revising the Individual Learning Plan (ILP) for each learner, which incorporates the standards (including helping to research and determine which curriculum would be most beneficial to the learner's educational objectives).
- Meet face-to-face (virtually and possibly in-person) with parents and learners as required.
- Assess and evaluate learner achievement and growth utilizing multiple objective and student-specific data points, such as parent observations, learner work samples, assessment data, and teacher observations.
- Provide guidance and support to virtual charter students, parents, and colleagues.
- Discuss progress and pacing with virtual students and parents as required for student success.
- Make any necessary adjustments or recommendations on teaching practices as needed.
- Consistently provide group, or one-on-one support to virtual students and colleagues
- Arrange or contract approved tutors who are experiencing difficulty with their online programming.
- Collect parent lesson summations monthly (for virtual students). Maintain required student portfolios as outlined by guidelines.
- Collect student work samples, progress monitoring data, and student/parent ratings quarterly to show growth.
- Take attendance and upload learning records and work samples as required.
- Schedule additional communication or meetings to meet the student's needs (additional contact may be in person, virtual, phone, Internet/E-mail). Respond to parent inquiries and concerns within (1) Business Day of contact.
- Model teaching strategies for parents and colleagues as needed/requested.
- Help parents navigate the rules, policies, and procedures of our program, as well as our website(s) and any other technology-related systems they will be using.
- Ensure that all student needs are being met and, if needed, meet with the team members, Lead Facilitator(s), Director(s) of TNW, and or the MSD director of SpEd for additional support.
- Engage in meaningful professional development activities on a regular basis to broaden your knowledge in

education, independent study, and charter schools.

- Assist in State Testing as needed (i.e., proctoring, administering, facilitating, etc.)
- Attend all TNW/EF meetings as scheduled on the school calendar.
- Meet all obligations pertaining to employment as noted in the contract, including but not limited to up to 8 days of proctoring state-mandated assessments.
- Perform any tasks needed for educational agencies for the purposes of ODE or data collection.
- Adhere to Oregon school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.

Operations

- Seek and provide support from colleagues on an ongoing basis.
- Maintain accurate budget registers.
- Support the enrollment process and contact potential and new families to help with the enrollment process, as needed.
- Support in the ordering of materials and additional resources.
- Report information in a timely manner regarding student's attendance and learning, which includes submission of documentation concerning ADA, reports, and audit portfolios.
- Provide necessary paperwork, information, and training to new families.
- Meticulously manage the instructional funds of each learner assigned to you.
- Work with EF to Order, deliver, and collect instructional materials, making sure of their appropriateness to the learner's learning. Order services for learners as requested.
- Order, deliver, and collect instructional materials within ordering guidelines and policies set.
- Act as a positive, confident representative of the TNW /Virtual program and MSD at all times when interacting with the parents, learners, and vendors.
- Navigate issues with parents, learners, and vendors with grace and confidence while maintaining proper documentation and follow-up on parent or learner-related issues.
- Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Maintain necessary teaching credentials.
- ADJUNCT DUTIES- Participate and take initiative in the planning, organization, and implementation of goals associated with your adjunct duty so as to contribute to the overall betterment of the TNW /Virtual program and MSD program.
- Other duties as defined by the MSD Director of Student Services.

Other Responsibilities

- Provide ongoing support and actively collaborate with all TNW and MSD School leaders and employees
- Represent MSD and TNW in a positive and professional manner in all interactions and communications.

- Follow and actively participate in the development of all MSD and TNW guidelines, policies, and procedures that impact the Special Education Program for both MSD and TNW
- Maintain professional competence through participation in professional development activities provided by MSD and TNW Schools and self-selected professional growth activities.
- Perform other responsibilities as defined by the MSD Executive Team. Create and model a respectful learning environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree in Education or related field.
- Teaching Credential required - including Special Education Certification
- Previous experience with independent study programs is strongly preferred.
- Knowledge of high school graduation requirements and how they are met.
- Respect for, knowledge of, and some experience with or independent study programs.
- Love of learners, enthusiasm for learning, the belief that each learner can and will succeed, and the willingness to do what it takes to support an excellent environment.
- Belief in the TNW and MSD mission and a willingness to work as a vital part of the MSD/TNW team to ensure excellence in learning opportunities and contribute to the MSD/TNW community as a whole.
- Understand and support a variety of learning styles, philosophies and approaches to better support the virtual learner endeavor.
- Ability to align project-based curriculum with standards and willingness to adopt grading practices that can be used to assess a learner's progress authentically.
- Ability to effectively support and recommend a broad range of instructional strategies, curriculum options, and challenging goals and provide advice and feedback.
- Demonstrated competence using technology to communicate and support learning.
- Willingness to be involved in committees and task forces to support the school's mission.
- Demonstrated strategic vision.
- Must possess strong to average computer skills.
- Must be comfortable learning and using online data systems such as Google Doc, Sheets and Forms.
- This position requires the ability to exercise mature judgment in working with confidential information.
- General supervision is received from the Superintendent, Director of Student Services, and TNW Directors. Candidates must possess good ethical and moral character.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Employer Website: www.marcola.k12.or.us

EEO and ADA Information

Marcola School District is an affirmative action/equal opportunity institution. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, disability, or otherwise prescribed by applicable state and federal laws and regulations. Marcola School District will provide reasonable accommodations for all applicants with known disabilities upon request and with appropriate advance notice.

Terms of Employment

Salary will be determined by placement on the salary schedule in the Licensed Collective Bargaining Agreement. The work schedule is to be determined by the Superintendent or designee and will be based on the district's operational needs and the Licensed CBA.

Please submit your application, including the additional required documents, by following this [link](#) OR mail to MSD Human Resources Attn: Heather VanderPloeg 38300 Wendling Road, Marcola, OR 97454 OR email documents to hvanderploeg@marcola.k12.or.us

Internal applicants, please send a Letter of Intent to Heather VanderPloeg - hvanderploeg@marcola.k12.or.us

Application Requirements

- Cover Letter
- Professional Resume
- Minimum of 3 Letters of Recommendation with one from a current or former supervisor
- Copy of Transcripts (Official Transcripts upon hire)
- [Completed Application](#)

Marcola School District is an Equal Opportunity Educator and Employer