



**Special Education Teacher**  
**Oregon Charter Academy**  
**201 day, 1.0 fte**  
**Home-Based, Oregon**

### **School Summary**

Oregon Charter Academy (ORCA) is a virtual public school serving students in grades K–12 throughout the state. Teachers at ORCA are student-focused, adapting to meet students' educational needs through personalized learning using our high-quality curriculum and the teaching of 21st Century skills. ORCA is authorized by the Santiam Canyon School District and is governed by its own independent charter school board. The school has been in operation since 2005 and is accredited through Cognia.

### **Position Responsibilities**

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Working primarily from home within the state of Oregon, the Special Education Teacher will “virtually” manage and deliver instructional programs for students with special needs. Through use of the telephone, Internet and various curriculum tools, they will consult regularly with parents/guardians and students to support each student in achieving learning outcomes.

The Special Education Teacher will be responsible for the successful completion of the following tasks:

- Manage and provide instructional guidance, virtual teaching and general strategies for a caseload of students (including co-teaching with general education teaching partners)
- Develop, write and help implement Standard Based IEPs.
- Evaluate student work and participation in Specially Designed Instruction to complete progress notes for student performance.
- Communicate regularly (minimum of once per month) with parents/learning coaches of students with special needs to insure that their IEP goals are being met, and that their needs are addressed in a timely and appropriate fashion;
- Consult with teachers and coordinate the implementation of specially designed instruction as defined in the IEP regarding students with specific needs and potential learning issues;
- Provide direct services to students including services delivered through web-conferencing software, as needed;
- Create a safe, supportive, and understanding environment for students;
- Schedule, organize and conduct IEP related meetings in a virtual environment, as needed;
- Work collaboratively with teachers and learning coaches to develop and implement program modifications and strategies for all students;
- Communication with Related Service Providers to determine needs and services for students on their caseload
- Maintain accurate and up-to-date data in the school's Learning Management System and special education software;
- Assist with administering state testing and coordinate the special adaptations that are required based on the IEP; and
- Other duties as assigned.



## Compensation Package

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- Starting Salary with a Bachelors: \$42,000 (varies based on education and experience).
- Predominantly work from home.
- Comprehensive, competitive and affordable medical, vision, and dental benefits (OEBC).
- Participation in state retirement plan (PERS).
- Tuition reimbursement up to \$5,250 per calendar year.
- 403(b) plan with employer match potential.
- Additional employer-paid and voluntary benefits.

## Position Requirements

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- Bachelor's degree required, masters degree preferred.
- Degree in Special Education or related Education Field.
- Current Oregon Special Education Teaching License.
- Strong technology and organizational skills.
- Excellent communication skills, both oral and written.
- Student-focused approach.
- High degree of flexibility.
- Demonstrated ability to work well in a fast paced environment.
- Willingness and ability to travel on occasion
- Ability to work remotely.
- Ability to work occasional evening hours, as needed.
- Reside in Oregon or Washington

**How to Apply:** Apply by [clicking here](#). Please be prepared with a letter of interest, resume and three letters of recommendation.

Oregon Charter Academy is committed to the principle of equal employment opportunity and seeks employees who reflect and support our mission-driven commitment to a diverse school community. For more information please visit [www.oregoncharter.org](http://www.oregoncharter.org).