



Job Description

Job Title	Special Education Learning Specialist
Reports To	Special Education Director, or Designee
Classification	Certified
FLSA Classification	Exempt
Location:	Hybrid (Secure Home Office/School Campus 30391 SE Hwy 211, Eagle Creek, OR)
Driving Requirement	No
Education/ Licensing Required	Bachelors in Education, Masters Preferred Valid Oregon Teaching License and Appropriate Special Education Credential
General Description	The Special Education Learning Specialist (Case Managers) is responsible for creating a flexible program and learning environment that provides a hybrid of support and specially designed instruction for students with Individual Education Plans (IEP) such that the student(s) are able to access the general education curriculum and environment to the greatest extent possible when supported with supplemental aids, accommodations/modifications and other needed supports and progress towards meeting instructional academic goals.

Duties and Responsibilities

Create a vibrant learning community for students receiving special education support. Establish positive relationships with students, parents, learning coach and staff. Educate the whole child academically, socially, and emotionally to foster lifelong learning, well being and success. Flexibly plan and provide instruction to students based on their unique learning needs, including virtual and/or in-person instruction. Use a variety of assessments to understand student learning and plan next instructional steps. Demonstrate a commitment to improving instructional practices, creating more inclusive cultures, and increasing student voice. Collaborate with general education teachers, instructional assistants, teaching specialists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, Autism Consultant, and other agency specialists, administration, and parents/learning coach to create and implement cohesive individualized educational programs (IEP). Communicate student progress and student learning. Attend all pertinent faculty, parent, and school meetings. Participate in enrichment opportunities on campus. Fulfill other duties as assigned.

Job Purpose/Essential Duties

- Develop, write and manage IEP's which include data tracking and progress monitoring on annual IEP goals and Present Levels of Academic and/or Functional Performance.
- Uses a variety of assessments to understand students' learning needs to make data-driven, informed decisions.
- Schedule and coordinate annual IEPs, amendments and re-evaluation meetings.
- Deliver SDI services based on Summits implementation model, either in the virtual general education setting, or virtual small group/individual setting.
- Draft eligibility supporting documents, Prior Written Notices, Progress Notes, and other compliant IEP related documents to complete and send within the required timeline.
- Establish and maintain effective working relationships with students, parents, other school personnel.

- Communicate effectively under stressful conditions.
- Ensure student confidentiality in verbal, written and electronic communication.
- Collaborates with general education teachers, instructional assistants, teaching specialists, administration, and parents to provide cohesive resources and supports for families, students, and staff.
- Understands the rights and due process of students under IDEA.
- Work closely with the Special Education Director, coordinator or designee to ensure compliance.

Additional Duties not limited to the following:

- Works closely with Estacada SD student services with special education record keeping.
- Ensures proper timelines and paperwork are followed and implemented for students at all sites.
- Attends Estacada and Summit staff training, required meetings, committees and professional development opportunities as assigned.
- New Student Enrollment: Review student SPED records, support in obtaining missing documents, complete Move In Letter, and coordinate scheduling new student IEP/amendment meetings, including all required participants.
- Works as part of an energetic building and departmental team to create a vibrant learning community for students receiving special education services.

Planning and Learning:

- Design culturally responsive lesson plans that scaffold effectively, aligned to the student IEP goals and support the general education state standards and thematic units.
- Define class goals, objectives and assessment strategies for unit and daily plans that align with the students' SDI.
- Sequence content and activities appropriately.
- Develop an effective daily schedule, classroom routines and structures to maximize teaching and learning.
- Establish and Maintain Summit Learning Charter behavioral norms and expectations.
- Demonstrate commitment to improving instructional practices, creating more inclusive cultures, and increasing student voice.

Delivery of Instruction:

- Present material clearly and explicitly, utilizing exemplars, vivid and appropriate language.
- Regularly involve students in engaging activities and discussions in which they are active learners and problem solvers.
- Effectively use digital tools for online instruction and student engagement.
- Model the necessary skills.
- Utilizes necessary technology to support the student's instruction and enhance engagement, specific to the student's disability and needs.

Professional Responsibilities:

- When interacting with parents or stakeholders, ensure your communication is clear, concise, and accurate.
- Always maintain a professional demeanor and respect appropriate boundaries.
- Collaborates regularly with teaching partners and specials teachers to ensure alignment of curricular goals.
- Conduct work with ethical, honest, and forthright practices, use good judgment, and maintain confidentiality.
- Promotes and encourages positive staff and school culture and climate.
- Able to work independently and complete all job duties as expected.

Qualification Requirements:



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

- Experienced and successful in developing differentiated lessons that scaffold effectively and most importantly, can demonstrate caring communication to help families and students overcome obstacles.
- Skilled in development & implementation of learning activities, behavior management, and teaching to individual student skill levels.
- Strong relationships building skills with students, parents and staff.
- Works as a team player and demonstrates a terrific attitude.
- Demonstrates excellent written and verbal skills.
- Comfortable learning and using a variety of digital programs, apps and tools with families and students to create an engaging learning experience.

Work Environment:

Summit Learning Charter is a unique Charter School specializing in virtual education blended with real-life enrichment and dual credit college programs. We are fortunate to offer a blended learning environment where we get to teach students at our on-site campus in Eagle Creek as well as teach online from home.

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 moderate and occasionally heavy as would be expected in a school setting.

Physical Demands:

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

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk and listen and must regularly stand and walk.
- Specific vision abilities required by this job include:
 - o Close vision (clear vision at 20 inches or less)
 - o Distance vision (clear vision at 20 feet or more)
 - o Color vision (ability to identify and distinguish colors)
 - o Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
 - o Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- The employee must have the ability to carry and load computers and supplies and may occasionally lift up to 25 lbs.

By signing this document, I acknowledge that I have read and received a copy of the responsibilities expected of me in this position at Summit Learning Charter.

Print Name: _____



Signature: _____ **Date:** _____

Updated: January 2025

Equal Opportunity Employer:

Summit Learning Charter is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.