



Circle of Friends was founded on one simple concept: youth with severe disabilities are just like anyone else – they deserve opportunities. Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.

Special Education Teacher

POSITION PURPOSE:

Circle of Friends is facilitating change in the educational services that are provided to youth with severe disabilities. We are seeking positive individuals to join our mission! As a lead teacher, you will be developing, planning, and implementing Individual Education Plans (IEPs) in an Alternative Education Placement for school age youth with disabilities. A lead teacher will promote the culture and learning environment that provides high quality instructional strategies, motivate student emotional and behavioral engagement, and stimulate curiosity and interest in all activities across all settings.

Job Duties

- Lead Teacher reports to the Executive Director
- Utilize relevant information gathered from school district eligibility reports, previous educational records, physician and specialist evaluations, parent interviews, observations, and student interest inventories to identify students' educational, social, communication, physical, and recreational leisure needs.
- Using an interdisciplinary team approach that includes Circle of Friends School specialists, therapists, health care professionals, and family, you will develop an Individualized Education Plan that includes long term goals and objectives.
- Provide service coordination and advocacy services to youth that includes assessing needs, strengths, understanding medical and educational needs, and assisting families in obtaining appropriate services or making appropriate referrals to resources and services in the community that supports the youth's needs and/or goals.
- Designs and implements program plans that guide instructional time and activities of daily living to support individual students or groups of students in accordance with their Individualized Education Plan (IEP). Maintain and update special education records as required by district, state, and federal agencies.
- Regularly communicates both orally and in writing with the Circle of Friends School team members, parents, and specialists to ensure prescribed program and instructional plans are appropriately meeting the needs of each student.
- Demonstrates mastery of high quality instructional strategies to support student learning and is able to model, teach, coach, and promote these instructional strategies with Associate Teacher and paraeducators.
- Demonstrates understanding of devices, programs, and communication systems that support functional and social communication skills of youth with severe disabilities.

- Implements prescribed program plans, as instructed and directed by a Circle of Friends School specialist, therapist, or health care professionals, to support student learning, health, wellbeing, and most importantly, build skills in the all activities of daily living; physical mobility and strength, fine motor skills related to reaching, manipulating materials, and self feeding, functional communication and social communication skills with communication partners, and skill development that promotes student independence.
- Observe, record, and prepare reports related to student performance during instructional, recreational, and activities of daily living using a dynamic data collection and progress monitoring systems; Provide direct support or coaching to Associate Teachers and paraeducators on data collection and progress monitoring systems.
- Ensure the care, safety, and welfare of all students during personal care/hygiene routines, feeding/mealtime routines, learning tasks, daily communication system/device use, social communication skills activities, physical education and other recreational activities.
- Mentor, train, and supervise Associate Teacher, paraeducators, interns, and volunteers.
- Create classroom schedules, individual student's instructional schedules, Associate Teacher and paraeducators break and lunch schedules, and other schedules pertaining to student teaching and learning.
- Lead IEP, educational meetings, and parent-teacher conferences to present reports, work samples, videos, or photographs that communicate individual student progress and performance during instructional, recreation, and activities of daily living.
- Communicate effectively, both orally and in writing, to convey information, promote conflict resolution, and build relationships with parents, students, school personnel, community members, and any individuals affiliated with the Circle of Friends School.
- Promote a culture of learning built upon student emotional and behavioral engagement, use of best practices, and student interests in all activities across all settings.

Knowledge, Skills, and Abilities

- Ability to work cooperatively and collaboratively with all individuals affiliated with the Circle of Friends School and community partners.
- Ability to follow the regulations associated with Individuals with Disabilities Education Act (IDEA), Free Appropriate Public Education (FAPE), and procedural safeguards and Individual Education Plan (IEP) development and implementation for all students on your caseload.
- Ability to work independently, prioritize and resolve issues, and complete the job duties and functions of a Lead Teacher within the appropriate timeline.
- Regularly participates and facilitates scheduled meetings with the educational team related to program development and team collaboration about classroom and student topics.
- Willingness to teach or facilitate workshops, staff development classes, and other meetings as assigned by the Executive Director.
- Ensures the safety and security of the building, classroom, and equipment when building spaces are occupied and unoccupied.
- Ability to attend monthly events that may be in the evening or on the weekends.
- Evaluate Associate Teachers, paraeducators, interns, and volunteers.
- Maintains organized records of all student educational records, CoF equipment and materials on site.
- Proficiency in using computers and ability to learn related software applications, online tracking systems, internet research tools, reporting applications, document scanner, and various Google system applications (Google Drive, Google Docs, Google Slides).
- Willingness to learn devices, equipment, and program plans that support youth functional and social communication, physical mobility and strength, instruction, health and safety.
- Performs other related duties as assigned by the Executive Director.



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Education and Experience:

Current Oregon Teaching License with Special Education endorsement issued through TSPC

Bachelor's degree from accredited university

At least five years of full-time experience working directly with preschool, elementary, middle, or high school age youth with disabilities and knowledge of Individualized Education Plans (IEP) goal setting process and implementation.

Physical Requirements

The working 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

- Ability to implement prescribed intervention services as required under the guidance of a licensed occupational therapist except for temporary disability.
- Ability to participate in frequent lifting/handling/positioning of students weighing up to 35 lbs or ability to lift with assistance (mechanical or adult assistance) students weighing up to 70 lbs during transfers in/out of mobility equipment. You may be required to participate in a job function analysis prior to employment.
- Ability to physically assist students up to 50lbs who can bear weight during standing, walking, or transitioning between equipment
- Ability to follow written health or medical crisis protocols after provided training.

REQUIRED:

Must pass a background check

Circle of Friends School works directly with youth with severe disabilities and their families. Must meet Oregon COVID-19 Vaccination Requirements for Teachers and School Staff (OAR 333-019-1030). Vaccine Exemption Forms may be accessed here: [OHA 3871 COVID-19 Vaccine Religious Exception Request Form](#) , [OHA 3870 COVID-19 Vaccine Medical Exception Request Form](#) Thank you for helping us maintain the health and safety of our school participants and their family.

To apply for this position, please email a cover letter, your resume, and 3 professional references to Jenn Davis jenn@circleoffriendsschool.org

Any questions, please contact Jenn Davis 541-321-0107