

Medical Lake School District #326  
Medical Lake, Washington

**CERTIFICATED POSITION ANNOUNCEMENT**

**Special Education Life Skills/Resource  
Medical Lake Middle School  
Beginning the 2018/19 school year**

Posting Date: May 25, 2018  
Closing Date: Open until filled

Posting # 1819.18  
Superintendent:  
\_\_\_\_\_ Date \_\_\_\_\_  
Personnel:  
\_\_\_\_\_ Date \_\_\_\_\_  
New Employee:  
\_\_\_\_\_  
Start Date:  
\_\_\_\_\_8/29/18\_\_\_\_\_  
Replacing: New Position

**SUMMARY OF ASSIGNMENT:**

This position is to manage, develop, and implement a Life Skills/Resource Program for Special Education students at Medical Lake Middle School. This position requires knowledge of students with behavior and academic needs while implementing programs to meet those needs. Other responsibilities include working with the building Special Education teachers and providing direction of para educators.

**PERFORMANCE RESPONSIBILITIES:**

1. Develop, conduct, case manage and implement IEP's, using IEP On-Line.
2. Develop and case manage functional behavior assessment/behavioral improvement plans for individual student needs.
3. Work with community resources to build student experiences for learning.
4. Utilize technology in assessment and instruction.
5. Manage the Life Skills & provide direction and guidance to Para educators.
6. Using IEP student learning goals; plan, implement and monitor student growth (AimesWeb). Complete academic assessments and present levels of performances in the evaluation process for students with suspected disabilities.
7. Work effectively with outside resources to build a highly effective, robust program.
8. Implement Direct/Explicit Instruction using appropriate interventions.
9. Be able to effectively teach students of varying disabilities.
10. Be able to maintain classroom discipline and use effective classroom management skills.
11. Utilize and maintain district/building curricular and student learning objectives.
12. Complete all reports timely and maintain appropriate student records.
13. Work as an effective member of a team to evaluate and improve student learning.
14. Communicate and interpret school programs to patrons.
15. Communicate student progress to parents.
16. Collaborate with middle school staff at all grade levels and subjects. Assist staff and students in the Multi-Tiered Systems of Support (MTSS).
17. Be student centered and willing to make adjustments in your teaching strategies to increase the student's opportunities for success.
18. Be an active and positive part of the staff.
19. Maintain Right Response certification through school district.
20. Fulfill other responsibilities as assigned by the building administration.

**QUALIFICATIONS:**

1. Holds a valid Washington State teaching certificate with appropriate endorsements as required by law and regulations.
2. Demonstrates classroom management procedures that provide for large and small groups and individuals, and provide an environment conducive to learning.
3. Uses appropriate disciplinary procedures, establishes clear parameters for student behavior, responds properly when problems occur, and helps students toward self-discipline.
4. Demonstrates ability to communicate clearly and effectively in both written and oral form.
5. Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
6. Enthusiastic and displays an overall optimism toward teaching and student learning.
7. Assesses needs of students, prescribes and implements effective lessons to meet students' needs through the use of appropriate and current instructional skills.
8. Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
9. Sets and attains high level of expectations with a commitment to using available resources so that accomplishment and growth occurs.
10. Develops favorable relationships with students; listens to, cares for, and works collaboratively with them.
11. Relates positively to youth and adults of varying socioeconomic, cultural, ethnic backgrounds, different learning styles, and various disabilities.
12. Aware of current educational developments and applications, works collaboratively with others, believes in the importance of education, and interested in the welfare of all students.
13. Integrates technology into planning, learning, and record-keeping activities.
14. Knowledge of effective teaching strategies related to the appropriate age of instruction.
15. Demonstrated ability to apply this knowledge in a classroom setting.
16. Ability to demonstrate a thorough understanding of the instructional/learning process.
17. Willingness and commitment to participate in professional collaboration and student supervision.
18. Demonstrates classroom management skills and visual schedules.

**IMMEDIATE SUPERVISOR(S):**

Middle School Principal

**APPLICATION PROCEDURE:**

**Current Employees:**

Please submit a letter of interest

**Other Applicants:**

Please apply online through FastTrack at [www.mlzd.org](http://www.mlzd.org) , navigate to the Employment page.

**Questions regarding applications can be directed to:**

Debra DuPey, Human Resources Specialist

[ddupey@mlzd.org](mailto:ddupey@mlzd.org) or 509-565-3120