



**Marcola School District 79J  
EMPLOYMENT OPPORTUNITY  
Internal and External Posting**

**POSITION TITLE: Virtual/Hybrid Special Education Facilitator/Teacher**

**CLASSIFICATION: Certified Teacher**

**STARTING DATE: September 2020**

**WORK YEAR: Full Time, flexible hours, 4 day work week - Dependent on needs of students**

**POSTING DATE: August 19, 2020**

**APPLICATION DEADLINE DATE: Open until filled**

**Job Title – .5 TNW Virtual Charter School SpEd services, .5 Marcola School District Special Education Services (This is a Full time MSD employee providing services for both MSD and TNW students).**

**Reports to – MSD Director of Student Services and Superintendent**

**Position Overview:** Reporting to the Marcola School District Director of Student Services and Superintendent, the MSD/TNW SpEd teacher and facilitator is an innovator that inspires and supports all education needs of Home Study/ Home School families assigned to them by facilitating an engaging and highly individualized education. The SpEd teacher gives academic and operational support to their parents and learners and to colleagues who are 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.

This position does require a person with a Special Education Certification. Hours for this job are flexible based on the needs of the students/families they are serving. There may be additional days and times (supported through stipends) as needed to participate in TNW functions and career learning opportunities.

## **Duties and responsibilities**

### **Instructional**

- Oversee the planning and implementation of academic, physical, and extracurricular programs for homeschool, virtual students and 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 Homeschool/Virtual program and the assigned students in MSD..
- 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



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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 parent observations, learner work samples and teacher observations.
- Provide guidance and support to homeschool parents, virtual learners and colleagues.
- Discuss progress and pacing with virtual learner and parent as required for student success.
- Make any necessary adjustments or recommendations on teaching practices as needed.
- Consistently provide one-on-one support to virtual learners and colleagues
- Arrange or contract approved tutors who are experiencing difficulty with their online programming.
- Collect parent lesson summations monthly (for virtual learners). Maintain required learner portfolios as outlined by guidelines.
- Collect homeschool student work samples quarterly to show growth.
- Maintain required learner portfolios as outlined by guidelines.
- Take attendance, upload learning records, and work samples as required.
- Schedule additional communication or meetings as needed to meet the needs of the learner (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 learner needs are being met and, if needed, meet with the team members Lead Facilitator(s) Director(s) of TNW and or then MSD director of SpEd for additional support.
- Engage in meaningful professional development activities on a regular basis to broaden your knowledge in education, home study, 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 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 learner'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 of the learners assigned to you.
- Work with EF to Order, deliver, and collect instructional materials, making sure of its 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 Homeschool/Virtual program and MSD program 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 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 Homeschool/Virtual program and MSD program.
- Other duties as defined by the SpEd Director of MSD. .

### **Other Responsibilities**

- **Provide ongoing support and actively collaborate with all TNW and MSD School leaders and employees to ensure that the mission, vision, values and philosophy of TNW and MSD is clearly understood and carried out.\***
- Represent MSD and TNW in a positive and professional manner in all interactions and communications.
- Follow and actively participate in 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.

### **Required Qualifications**

- Bachelor's degree in Education or related field.
- Teaching Credential required - including Special Education Certification
- Previous experience with homeschool or independent study programs strongly preferred.
- Knowledge of high school graduation requirements and how they are met.



- Respect for, knowledge of and some experience with homeschool 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 homeschool 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 homeschool/virtual learner endeavor.
- Ability to align project based curriculum with standards and willingness to adopt grading practices that can be used to authentically assess a learner's progress.
- Ability to effectively support and recommend a broad range of instructional strategies, curriculum options, challenging goals and also 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 SpEd and TNW Directors. Candidates must possess good ethical and moral character.

## **Physical Demands/Requirement**

- This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

## **Terms of Employment**

Salary to be determined by experience. Work schedules to be determined by the Superintendent or designee and will be based on the operational needs of the district.

## **Application Requirements**

- Cover Letter Professional Resume
- Contacts for Recommendation (3 required) Internal applicants
- submit a letter of intent

Send resume and cover letter to Marcola School District Attn: Heather VanderPloeg, 38300 Wendling Road, Marcola, OR 97454. You can also email documents to [hvanderploeg@marcola.k12.or.us](mailto:hvanderploeg@marcola.k12.or.us)



Internal applicants please send a Letter of Intent to: Heather VanderPloeg - [hvanderploeg@marcola.k12.or.us](mailto:hvanderploeg@marcola.k12.or.us)

**Link to Job Posting**

<https://www.marcola.k12.or.us/about/employment/>

**Community and Employer Information**

**Employer Website:** <https://www.marcola.k12.or.us/>

**Community Description:** Marcola is located 12 miles northeast of Springfield on Marcola Road. Well known for its sense of community, Marcola continues to draw strength from its roots as a logging community, celebrating its heritage each summer with the Mary Cole parade and festival. The area has always been a popular recreation area for hiking, camping, canoeing, rafting, hunting and fishing.

**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 the known disabilities of all applicants upon request and with appropriate advance notice.

***Marcola School District is an Equal Opportunity Educator and Employer***