



# QUILLAYUTE VALLEY SCHOOLS

Office of Superintendent

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MEMO TO: Interested Applicants  
FROM: Diana Reaume, Superintendent  
SUBJECT: Notice of Open Position for the 2010/11 School Year  
DATE: March 17, 2010

## **FORKS HIGH SCHOOL** **SELF-CONTAINED SPECIAL EDUCATION TEACHER**

### **REQUIRED QUALIFICATIONS:**

- Current Washington Teaching Certificate with Special Education Endorsement
- Must meet NCLB Highly Qualified Requirements

### **EXPECTATIONS AND RESPONSIBILITIES:**

- Assess needs of students, using appropriate diagnostic measures
- Write legally compliant individual education program (IEP) plans
- Computer skills for supporting learning and writing IEP's
- Use instructional programs that provide appropriate instruction to children with disabilities
- Measure progress of students toward set objectives and communicate this progress
- Use task analysis and break down the tasks into instructional steps
- Motivate students
- Assist students in changing non-academic behaviors which interfere with school performance
- Train and supervise aides and student teachers
- Consult with regular classroom teachers, staff, and parents about needs and services of the student with disabilities
- Work cooperatively as a team member; work with parents and representatives of outside agencies in an appropriate manner to support student learning
- Maintain legal compliance in all aspects: writing IEP's, delivery of services, reporting progress, managing discipline, etc.
- Work with and implement supporting strategies with related services personnel such as speech language pathologist, physical therapist, and occupational therapist
- For students in more self-contained setting with significant needs: follow all procedures to maintain health and safety
- Perform other duties and responsibilities consistent with district policies and procedures as required

*Quillayute Valley School District Number 402*

411 S Spartan Avenue • Forks, Washington 98331-0060 • Phone (360) 374-6262 • Fax (360) 374-6990

**POSITION INFORMATION:**

- Full time position, 180 days per year
- Salary per State Scale

**APPLICATION PROCEDURES:**

- Letter of interest which speaks to the required and desired qualifications
- Resume'
- District Certificated Application Form (on district website)
- Work History Release (on district website)
- Disclosure Statement (on district website)
- Affirmative Action Form (on district website)
- Sexual Misconduct Disclosure Release (on district website)
- Washington State Background Check (on district website)
- Unofficial Transcripts (official transcripts required upon hire)
- Copy of WA State Teaching Certificate
- Copies of all Praxis, Praxis II, WEST-E, or WEST-B Test Results
- Applicants who are current QVSD employees only need to submit a letter of interest and resume

**CLOSING DATE: April 9, 2010**

**APPLICATION MATERIALS SHOULD BE SENT TO:**

Quillayute Valley School District #402  
Attn: Carie Micheau  
411 South Spartan Avenue  
Forks, WA 98331  
PH: (360) 374-6262 ext. 267  
[carie.micheau@qvschools.org](mailto:carie.micheau@qvschools.org)  
[www.forks.wednet.edu](http://www.forks.wednet.edu)

**\*\*\*\*\*Coaching, Extra-Curricular, and Advisor job opportunities are available\*\*\*\*\***

*Quillayute Valley School District is an Equal Opportunity Employer*

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