

**CANYON-OWYHEE SCHOOL SERVICE AGENCY**  
Job Description

**TITLE:** Special Education Mentor Teacher

**TERMS OF EMPLOYMENT:**

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

**IMMEDIATE SUPERVISOR:** Special Ed Director

**QUALIFICATIONS:**

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of IDEA, and the State of Idaho Special Education Manual.
3. Experience teaching in a special education setting (3+ years).
4. Ability to relate to general public, teachers, administrators, board, and students.

**PERFORMANCE RESPONSIBILITIES**

1. Submit the Mentor Confidentiality Agreement and Mentor Commitment Record to the Special Education Director.
2. Complete tasks as outlined in the COSSA Special Education Mentor Teacher Handbook.
3. Submit documentation of tasks completed in the COSSA Special Education Mentor Teacher Handbook to the Special Education Director for verification.

**EVALUATION:** Evaluations are conducted by the Special Education Director in accordance with Idaho Code.