



CERTIFICATED JOB DESCRIPTION

DISTRICT SPECIAL EDUCATION TEACHER/TOSA

General Definition:

Provides special education case management duties to the District's small schools (Northpoint Academy, Ghidotti, Silver Springs; and the comprehensive sites, as needed). Conducts educational assessments and reports on referred students. Writes individual education plans for special education students. Evaluates on-going and annual progress of assigned students. Teaches students with disabilities individually or in groups. As TOSA, assists the administration in administering, monitoring and implementing district and school-wide reform initiatives; supports district staff with CDE monitoring activities. Assists sites in developing legally defensible special education supports and programs to ensure compliance. Provides leadership and support for the staff and collaborates with administrators and instructional staff in assuring that effective and challenging curriculum and instructional practices are occurring in all classrooms; guides the staff in the process of using relevant data to arrive at informed choices in making and adjusting instructional decisions and practices.

Employment Term:

Annual certificated contract days plus 10 extra days

Salary:

Appropriate placement on the certificated salary schedule.

Supervision From:

Director of Pupil Services

Qualification Requirements:

To perform this job successfully, an individual must be able to perform relevant essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- A minimum of five years secondary teaching experience preferred.
- Masters Degree in Education from accredited college or university preferred.
- A strong background in effective special education case management

Certificates and Licenses

Current valid California teaching credential authorizing special education service for students with mild/moderate disabilities. Must possess a valid First Aid Card and CPR certificate. Valid California drivers' license and evidence of insurance, TB, and criminal justice fingerprint clearance.

Duties and Responsibilities:

1. Coordinates the special education services provided for each student for whom assigned as case manager.
2. As assigned case manager, monitors student progress toward graduation; conducts and writes periodic and annual review of student progress.
3. Instructs assigned students, individually or in groups, as appropriate.
4. Work with district and site administration to develop service schedules; this position may require travel between sites throughout the school day.
5. Conducts and writes formal and informal educational assessments including observation and records search of students enrolled in special education or referred for possible special education services.
6. Assumes major responsibilities in cooperation with IEP team members in writing Individual Educational Plans for assigned Special Education students or prospective students with special needs.
7. Conducts school meetings with parents or guardians of referred or assigned students as required by the Individualized Education Plan Team, Principal, administrator of special education, or by Education/Administrative Federal Code requirements.
8. Monitors and manages the IEP for students to whom assigned as case manager with essential information.
9. Participates as a contributing member of the Individual Education Plan Team. Attends meetings of the team and assists in performing the assigned tasks of the team including search and serve.
10. Provides instructional resources and support to general education teachers in whose classes assigned students with special needs are enrolled.
11. Consults with school staff concerning needs and services for assigned students with special needs.
12. May be required to teach assigned special education section(s) on a temporary or part-time basis, based on the needs at each site served.
13. Participates as both a recipient and provider of inservice education activities for special and general education staff and non-staff persons.
14. Provides support to administration in data collection, development of support plans, monitoring of improvement activities to ensure compliance with State and Federal guidelines.
15. Attends and serves as a contributing member on district special education continuing improvement plan meetings.
16. Works with District personnel and site staff, both in regular and special education, to increase their understanding of referral procedures, special education eligibility criteria, placement criteria, monitoring of intervention plan and other areas as appropriate.
17. Provides mentoring support for district special education staff.
18. Keeps informed and ensures compliance of all legal requirements within local, State, and federal guidelines.
19. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
20. Other related duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of books. The employee is directly responsible for safety, well-being of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment:

The work 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.

The noise level in the work environment is moderate to loud.

Board Approved: 8/10/2022