



CERTIFICATED JOB DESCRIPTION

SPECIAL EDUCATION TEACHER

General Definition:

Teaches students with disabilities individually or in groups. 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. Provides support services for assigned students enrolled in non-special education classes.

Employment Term:

Annual certificated contract days as per collective bargaining unit agreement.

Salary:

Appropriate placement on the certificated salary schedule.

Supervision From:

Principal/Designee

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

Baccalaureate or higher degree with an academic major and professional preparation program which includes student teaching for the teaching credential(s) held

Certificates and Licenses

Current valid California special education teaching credential in applicable area, and CLAD/BCLAD/ELL/SDAIE certification. Must be highly qualified in appropriate subject area(s). Possess a valid First Aid Card and CPR certificate. Possess TB, and criminal justice fingerprint clearance.

Duties and Responsibilities:

1. Instructs assigned students, individually or in groups.
2. 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.
3. 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.
4. As assigned case carrier, conducts and writes periodic and annual review of student progress.

5. Conducts school conferences with parents or guardians of referred or assigned students as required by the Individual Education Plan Team, Principal, administrator of special education, or by Education/Administrative Federal Code requirements.
6. Monitors and manages the IEP for students to whom assigned as case manager with essential information.
7. Maintains an instructional and informal file on each student to whom assigned as case carrier.
8. Participates as a continuing 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.
9. Plans and coordinates the work of assigned teacher aides or paraeducators.
10. Coordinates the special education services provided for each student for whom assigned as case manager.
11. Monitors and provides support services to assigned students in their general education classes.
12. Provides instructional resources and support to general education teachers in whose classes assigned students with special needs are enrolled.
13. Assists with or if necessary, programs or schedules assigned to students with special needs.
14. Consults with school staff concerning needs and services for assigned students with special needs.
15. Participates as both a recipient and provider of inservice education activities for special and general education staff and non-staff persons.
16. Attends regularly and participates in Special Education department meetings, faculty meetings and collaboration meetings in accordance with collective bargaining agreement.
17. Shares equitably in school student supervision activities in accordance with collective bargaining agreement.
18. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
19. 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.