

Job Description



Job Title: **Teacher – Education Specialist**

- A. **Primary Function:** Provide Specialized Academic Instruction to students with an Individualized Educational Program (IEP) in a school setting.
- B. **Directly Responsible To:** Site Administrator and Director, Special Education and Mental Health
- C. **Assigned Essential Duties and Responsibilities:**
1. Provide Specialized Academic Instruction to students with an IEP in a school setting serving students with autism, language disorders, delays in cognitive functioning, and other similar needs.
 2. Evaluate and provide recommendations on academic, behavioral, and perceptual functioning of individual students.
 3. Serve as the case carrier for students and lead all aspects of IEP development.
 4. Serve as a member of the special education leadership team.
 5. Provide leadership and direction to instructional aides.
 6. Provide direct instruction to students individually and in groups.
 7. Design and implement positive behavior intervention plans for students.
 8. Confer frequently with District support staff and administrators to provide needed services for students.
 9. Communicate and provide consultation, resource information and material regarding individuals with exceptional needs to parents and to regular staff members.
 10. Assess and observe student progress on a regular basis; revise and lead IEP meetings.
 11. Collaborate and co-teach with general education teachers. Provide modified curriculum and resources as needed.
 12. Work collaboratively with SELPA and other stakeholders.
 13. Confer frequently with parents regarding the educational, social, and personal concerns of students.

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14. Keep attendance records, and all other records pertinent to the special education program.
15. Participate in professional growth activities.
16. Participate in District meetings as needed.
17. Attend staff development as required and participate in providing staff development for general and special education staff.
18. When appropriate, coordinate and supervise work experience and on-campus job-training programs involving special education students.
19. Develop measurable goals in all areas of identified unique need.
20. Perform other duties as assigned.

D. Knowledge and Abilities

Knowledge of:

Legal requirements, principles, theories, methods, techniques and practices, and trends; fiscal aspects affecting all special education programs; organizing, planning, and program evaluation strategies; strategies, techniques and procedures regarding curriculum and instruction design and delivery systems for both special education and District curriculum; human relationships, conflict resolution strategies and procedures; and team building methods and techniques.

Ability to:

Plan, organize, develop, and conduct a comprehensive teaching and instructional program for students; provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds; effectively assess the instructional and educational needs of students, develop measurable goals, and design, develop, and implement sound instructional and educational programs; provide a motivating and stimulating learning environment; perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences; comply with the District's core values, continuous improvement efforts and strategic initiatives.

E. Minimum Qualifications

Valid California Education Specialist Credential authorizing service in grade levels and areas assigned. Bachelor's degree or higher including all courses to meet credential requirements.

F. Training and Experience

Successful classroom teaching experience with a passion for working with students.

G. Working Conditions

School and classroom environment working with students with special needs.

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and school site. While performing the duties of this job, the employee normally works at a school site. Ability to lift, carry, push or pull up to 25 pounds. The noise level in the work environment is usually moderate to high. The employee is regularly required to sit for extended periods of time; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; give direction requiring clear speaking, the ability to hear normal voice conversation; exposed to minor contagious illnesses (e.g. colds, flu); work in difficult interpersonal situations (e.g. concerned parents, uncooperative coworkers). Exposure to potentially volatile & emotional students.