

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TEACHER, EARLY CHILDHOOD – AUTISTIC**
Department: Elementary/ Middle/High Schools
Reports to: Site Principal/Assistant Superintendent of Curriculum & Instruction

SUMMARY:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- * Meets and instructs assigned classes in the locations and at the times designated.
- * Plans a program of study that meets the individual needs, interests, and abilities of autistic students.
- * Creates a classroom environment that is conducive to learning, and appropriate to the maturity and interests of the students.
- * Prepares for students assigned and demonstrates written evidence of preparation upon request of immediate supervisor.
- * Encourages students to set and maintain standards of classroom behavior.
- * Guides the learning process toward the achievement of curriculum goals and, in congruency with those goals, establishes clear objectives for all lessons, units, and project to communicate said objectives to students.
- * Employs a variety of instructional techniques, technology and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- * Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- * Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- * Diagnoses the instructional needs of students on a regular basis, seeking the assistance of district specialists.
- * Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
- * Maintains accurate, complete, and correct records as required by law, district policy, and administrative procedures.
- * Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- * Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- * Plans and supervises purposeful assignments for educational assistants and/or volunteers(s).
- * Strives to maintain and improve professional competence.
- * Attends staff meetings and serves on committees as appropriate to the individual school site or district.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, aides and volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty 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

Bachelor degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid teaching certificate, with one or more special education endorsements.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication.

PHYSICAL DEMANDS:

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 regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include peripheral vision. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds. Assist with issues of personal hygiene when indicated.

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 usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.