

OXNARD UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION TEACHER (Resource Specialist/Special Day Class Teacher)

BRIEF DESCRIPTION OF POSITION:

Teaches handicapped students individually or in groups. Conducts educational assessments on referred students. Writes individual education programs for special students. Evaluates on-going and annual progress of assigned students. Provides support services for assigned students enrolled in non-special education classes.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Instructs individually or in groups, assigned students.
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 IEPT members in writing Individual Educational Programs for assigned Special Education students or prospective special students.
4. As assigned case carrier, conducts and writes periodic and/or annual review of student progress.
5. Conducts home visits and 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 carrier.
7. Maintains and instructional and informal file on each student to whom assigned as case carrier; said file to include a copy of the student's IEP, educational assessment instruments or procedures utilized, samples of the student's work, records of parental and agency contacts, and records of students progress.
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 other Paraeducators.
10. Coordinates the special education services provided for each student for whom assigned as case carrier.

MAJOR DUTIES AND RESPONSIBILITIES: continued

11. Monitors and provides support services to assigned students in their regular classes.
12. Provides instructional resources and support to regular teachers in whose classes assigned special students are enrolled.
13. Assists with or if necessary, programs or schedules assigned special students.
14. Consults with school staff concerning needs and services for assigned special students.
15. Participates as both a recipient and provider of inservice education activities for special and regular staff and non staff persons.
16. Identify work-study stations for assigned special students.
17. Supervises assigned special students on work-study stations.
18. Attends regularly and participates in Special Education department meetings.

PHYSICAL CHARACTERISTICS:

Ability to exchange information in an instructional setting and assist students by making modifications and interventions in the curriculum, dexterity of hands and fingers to operate instructional equipment and to utilize "White Boards" and/or overhead machines, and sitting or standing for periods of time, as required.

ENVIRONMENT:

Classroom with routine environmental disruptions and considerable distractions created by on-task student behavior.

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate direction of the site administrator.

REQUIREMENTS

WORK YEAR: 183 days

CREDENTIAL: Current, valid Special Education Specialist Credential; LH and Resource Specialist Certificate

SALARY: Teacher Salary Schedule