

Oak Grove School District

JOB TITLE: Special Education Teacher, Special Day Class (SDC)

SALARY RANGE:
OGEA 22-Step Salary Schedule

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Special Education Teachers (SDC) promote and develop successful learning for students who are eligible for IDEA services. The Special Education Teacher (SDC) effectively supports the education of students who have been identified and qualify for services under the Mild/Moderate or Moderate/Severe disability designations. Teachers assess students' functioning to customize an Individualized Education Plan (IEP). They creatively design and assign activities that modify general curriculum to suit every pupil's needs. They maintain regular communication with their students, their parents, and appropriate staff members and are responsible for development, implementation, and revision of their student's IEP. Patience, compassion, positivity, and empathy are core values teachers must have to work with children with exceptional needs.

This job reports to the Site Administrator and the Director of Special Education.

TYPICAL DUTIES

- Act as case manager for students enrolled in their class which includes but is not limited to: prepare future Individualized Education Plan (IEP) forms utilizing web-based IEP system; receive and distribute reports for service providers unable to attend IEP; notify administrator and/or staff regarding student information or assessment plans; co-chair each IEP following a prescribed format; complete web based IEP paperwork within prescribed time period; and ensure delivery of a copy of the signed IEP to administrator and upload to web-based IEP system
- Plan and record monthly work schedule in electronic calendar at least 30 days in advance and record any changes as they occur to ensure accurate IEP scheduling
- Meet on a regular basis with parents or guardians of each student to work on behavior contracts
- Work closely as a team with all other members of the school's Support Staff to develop an effective and well-rounded program
- Diagnose and program instruction for individual learners academically and socially as an on-going process
- Implement and maintain pupil evaluations
- Coordinate a regular education class transition program for each child to assure opportunities of inclusion and mainstreaming of SDC students into the general education population
- Prepare reports uniformly required by the state and/or county
- Comply with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Santa Clara County Office of Education; and policies of the District as assigned
- Facilitate team processes including problem solving, pre-referral intervention, and IEP development for special needs students
- Attend meetings in addition to IEP meetings to support students, such as Staff meetings, Special Education monthly meeting, Support Staff meetings, and Amendment meetings
- Provide support to staff in all areas related to mild/moderate and/or moderate/severe disabilities, characteristics of such disabilities and effective interventions
- Instruct and direct assigned instructional assistants to maximize delivery of instructional services

- Collect appropriate student performance data for determining the extent to which student IEP goals and objectives are achieved
- Create and maintain a rigorous learning environment with high expectations and appropriate supports for all students
- Develop a modified curriculum for multiple grade levels
- Utilize educational materials that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Participate in ongoing, purposeful, and relevant professional development to enhance content knowledge and pedagogical skill
- Maintain knowledge of current regulations pertaining to Special Education
- Utilize a positive behavioral interventions and support system to keep students engaged in class and in school
- Respond to inquiries from a variety of sources(e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction
- Support students' safety with morning and afternoon bus duty
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from an accredited college or university required

Licenses and/or Certifications:

- Valid Educational Specialist Teaching Credential authorizing specialized services to students with Mild/Moderate and/or Moderate/Severe disabilities
- CA Driver's License and/or the ability to deliver in-person special education teaching services to students at multiple sites, if applicable

Knowledge, Skills and Abilities:

- Knowledge of subject area and current instructional methodologies and techniques associated with teaching students with exceptional needs and OGSD adopted policies
- Skills in administration, analysis, and interpretation of a variety of assessment measures
- Ability to teach children in grade levels and age ranges as assigned
- Ability to work effectively with administrators, colleagues, central office and school-based staff, students, parents and community
- Professional training and paid or volunteer experience working with individuals with disabilities
- Ability to function as a positive, contributing member of an educational team
- Ability to observe students inside and outside classroom environments
- Excellent oral and written communication skills

DESIRABLE EXPERIENCE

- Bicultural heritage
- Bilingual (Spanish or Vietnamese)

PHYSICAL DEMANDS:

- Lifting, carrying, pushing and pulling instructional materials and equipment

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.