

BUENA PARK SCHOOL DISTRICT EDUCATION SPECIALIST

DEFINITION

Under the general direction of administration, serves as a member of the Individual Education Program planning team. Conducts educational assessments related to student's access to the academic core curriculum and progress towards meeting instructional academic goals, provides instruction, and special education support to individual students. Participates in Response to Intervention (RtI) collaboration with general education teachers. Plans, organizes, and implements a comprehensive educational program designed to meet the individual needs of students eligible to receive special education services, which addresses all areas of unique needs, including functional skills, social/emotional skills, and vocational skills; and other related functions as directed.

EXAMPLES OF DUTIES

- Assesses academic, behavioral, and perceptual functioning of an individual student in accordance with District policies and procedures, and State and Federal laws and regulations
- Drafts, schedules, implements, and monitors students' Individual Education Plans in accordance with District policies and procedures and State and Federal laws and regulations
- Provides a basic Governing Board-approved core, core replacement and intervention curriculum program for students consistent with state and federal education code requirements
- Recommends to support staff, classroom teacher, parents, and district personnel appropriate diagnostic/instructional services for individuals with exceptional need
- Provides consultative, resource, and supervisory services in program and curriculum planning, research, and program evaluation for special projects involving students with exceptional needs within the school and at the district level
- Plans with teachers and other staff members implementation of instructional strategies and appropriate differentiation or modification to meet the needs of an individual with exceptional needs
- Works collaboratively with classroom teachers who have special education students in general education classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the students' core curriculum instructional needs
- Assists in referral of an individual with exceptional needs to available community agencies when their needs cannot be met by the services provided by the district
- Consults with parents/guardians and members of related disciplines, including outside agencies, regarding the needs of an individual with exceptional needs
- Confers frequently with parents and professional and paraprofessional staff members regarding the educational, social, and personal concerns of students
- Assists other professional staff members in resolving the unique psychological and/or disciplinary concerns of students
- Collects, maintains, and analyzes all relevant academic, behavioral, and social data as it relates to student goals and objectives
- Collects, maintains, and analyzes all relevant data as it relates to placement and on-going progress monitoring within instructional programs
- Keeps attendance records, computerized IEP records, and all other records pertinent to the special education program for state reports and program accountability, while maintaining

- student confidentiality
- Develops specialized in-service programs for school and community personnel
- Participates in professional growth activities
- Participates in district-wide meetings for maintenance of standards and evaluation of special education services
- Demonstrates and maintains competency in preparing, administering, scoring, and reporting the results of a variety of current criterion referenced and standardized tests in evaluating student growth and progress
- Maintains student files which includes assessment reports, IEP's, and parent communication, and participates in the transitioning process for students as necessary
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Response to Intervention (RtI) theories and practices including differentiating instruction
- Strong verbal and written communication skills
- Technology skills including skills in operating the district's data management system
- Data-driven decision making for student achievement
- Positive Behavior Interventions
- Organizational, planning, and program management strategies, techniques, and procedures
- Practical strategies and processes for ongoing instruction and coordinating intervention efforts to support low-performing students
- Child growth and development and behavioral characteristics of the K-8 student with special needs
- Educational curriculum and instructional goals and objectives and the educational trends and research findings pertaining to students with special needs

Ability to:

- Plan, organize, develop, and assist in the conduct of a comprehensive RtI approach
- Provide effective learning experiences for students with a wide range of socio-economic and cultural backgrounds
- Effectively assess the educational needs of students
- Design, develop, and implement individualized educational plans
- Provide and promote attractive, inviting, and stimulating learning environments
- Work independently and cooperatively as part of a team
- Adhere to all applicable attendance rules and regulations
- Perform essential functions of the job with or without reasonable accommodation

EXPERIENCE

Five years of successful full-time teaching experience, including two years of experience in programs for students with disabilities

EDUCATION

Possession of an earned baccalaureate or higher degree with an emphasis in special education, instructional processes, or subject matter fields commonly taught in K-8 education

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as a teacher in a K-8 school district; multiple subject teaching and education specialist credential preferred.

LICENSE REQUIREMENT

Possession of a valid California driver license

Date: August 26, 2013

Board Approved: October 14, 2013