

## **Education Specialist, Mild to Moderate**

### **DESCRIPTION OF POSITION**

Provide quality special education services to Special Education students, through a commitment to team participation in planning and implementation of student programs including special instruction, tutorial assistance, and collaboration with general education staff.

### **REQUIRED QUALIFICATIONS:**

The Federal legislation, "HR1 No Child Left Behind Act of 2001," requires that all public schools hire "Highly Qualified" teachers. BCCHS is committed to hiring teachers who meet the NCLB definition of a highly qualified teacher. Candidates must possess a Bachelor's Degree from an accredited college or university with an emphasis in the appropriate field and hold an appropriate, valid California Education Specialist- mild/moderate teaching credential.

### **DESIRED QUALIFICATIONS:**

Possess a Master's Degree in special education or related field.  
Bilingual Spanish/English  
ED and/or Autism Certification

### **REQUIRED SKILLS:**

Ability to communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Maintain consistent, punctual, regular attendance  
Meet scheduled timelines; plan and organize work load  
Ability to teach high school level math (Algebra and Geometry), health, and science classes.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Maintain accurate and complete student records, and prepare reports on students and activities, as required by laws, district policies, and administrative regulations.
- Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development.
- Instruct through lectures, discussions, and demonstrations using multimodal techniques in one or more subject area, such as Algebra, Geometry, Biology, Health, English, or Social Studies.
- Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- Establish and enforce rules for behavior and policies to maintain order among students.
- Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Develop and implement strategies to meet the needs of students with a variety of handicapping conditions.
- Modify the general education curriculum for special-needs students, based on a variety of instructional techniques and technologies.
- Confer with parents or guardians, other teachers, counselors, school psychologists and administrators in order to resolve students' behavioral and academic problems.

- Coordinate placement of students with special needs into mainstream classes.
- Administer standardized achievement tests, and interpret results to determine students' strengths and areas of need.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Use Welligent to write IEPs and maintain student service records.
- Attend staff meetings and serve on committees as required.
- Follow-up with providers to confirm that IEP attendance, reports, and services are being completed.
- Complete any additional duties as required by Administrative Director or CEO/Principal.