

## **SPECIAL DAY CLASS TEACHER, ITINERANT**

### **Basic function**

To act as an itinerant Special Day Class Teacher for the Santa Barbara County Education Office, Special Education Program. Responsibilities include assessment, instruction and evaluation of Special Education students, and consultation with parents. This position will be assigned to various school sites as needed. Employment at sites may be determined on a day-to-day basis or may be longer-term assignments depending on program needs.

### **Supervision**

Directly responsible to Coordinator, Director, or Associate Superintendent of Special Education.

### **Representative duties**

- Oversee the day-to-day operations of one or more Special Day Classes as assigned, as established by State and Federal regulations and the Santa Barbara County Education Office.
- Maintain, as fully as possible, implemented instructional routines, procedures, and plans of the assigned site.
- Plan, develop, write and implement individualized educational programs (IEPs) to meet pupil needs, with the active participation, coordination and/or consultation of parents and/or guardians, physicians, therapists, outside agencies and support staff.
- Instruct or direct the instruction of individuals with exceptional needs; work with students individually or in small groups on goals described in written instructional plans; and identify activities and materials needed to achieve these goals.
- Plan and implement a program of evaluation to determine academic, social and/or emotional growth; maintain up-to-date cumulative, specialized student records on individual pupil progress; adjust objectives as needed; and revise individualized education program as appropriate.
- Work closely with other Special Education staff, support personnel, regular teaching staff, and pupil study team, in the assessment and program planning process.
- Supervise, plan responsibilities, and evaluate performance of instructional assistants and assigned volunteers.
- Attend scheduled meetings; participate and involve parents in program planning; confer frequently with parents and professional staff members on each pupil's progress.
- Assume responsibility for the safety and welfare of pupils.
- Develop and maintain professional relationships with school and staff where program is located.
- Plan and implement program of maximum integration in school and community settings; interface with core curriculum when appropriate.
- Attend in-service programs to facilitate continued professional growth.
- Develop vocational and community training sites, and implement instruction in these sites as appropriate.
- Provide in-service training for staff and parents regarding instructional programs, as appropriate. Coordinate parent counseling, training and other services through direct communication with parents and other agencies (TCRC, Mental Health, etc.).
- May provide specialized health care services to medically fragile students as outlined in

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the student's Individualized Education Plan and under the supervision of the school nurse.

- Perform other related duties as assigned.

### **Qualifications**

Possession of any valid California Commission on Teacher Credentialing credential required; Specialist Instruction Credential authorizing service in a Special Day Class preferred but not required. Experience and/or training appropriate to fulfill requirements of the position.

### **Licenses and certificates**

Possession of a valid California Driver's License is required by the duties of the assignment.