



JOB DESCRIPTION

Position Code: 1034
Certificated Group: SJTA
Salary Range: SJTA K-12
Work Days: 185
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POSITION TITLE: Teacher-Special Education –Moderate/Severe

DEFINITION: Under administrative supervision, provide instruction, assessment, and program planning for special education students with moderate to severe disabilities. Also serves as an informational resource for students, parents, district personnel, and community organizations.

DIRECTLY RESPONSIBLE TO: Site Administrator

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Assists the Individualized Education Plan (IEP) team with student assessment, designing an individualized plan for instruction, and monitoring the progress of each student.
2. Serves as a teacher of students with moderate to severe disabilities, providing instruction according to district approved courses of study and curriculum, at a rate and level commensurate with established student expectancies and Individualized Education Plan (IEP) goals and objectives.
3. Assists students with toileting, lifting students, and other support for students with severe physical handicaps.
4. Monitors special education students' progress in general education class(es).
5. Uses information about individual students' academic strengths and needs in planning.
6. Designs activities to engage students in cognitively challenging work aligned to standards.
7. Utilizes district approved behavior modification techniques to implement the IEP goals and continually monitors student progress toward IEP goal achievement.
8. Generates, organizes, and maintains the appropriate IEP records and other related due process documents for students served, referred, or assessed.
9. Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus.
10. Writes behavior plans as appropriate.
11. Researches, obtains, and provides instructional materials for special education services.
12. Communicates with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren).
13. Advocates for the special needs of the student with the school community.
14. Receives and responds to referrals from staff, parents, and other personnel.
15. Provides screening and academic assessment for special education students.
16. Prepares and maintains a variety of records and reports related to assigned activities and student progress and behavior.
17. Supports and cooperates with colleagues in order to promote a professional school culture.
18. Attends professional meetings such as staff meetings and professional development.
19. Follows established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.
20. Performs basic attendance accounting and business services as required.
21. Operates standard office and classroom equipment, including a computer, assigned software and assistive devices.

22. Performs other non-instructional duties according to district policies and procedures.
23. Plans, coordinates, and evaluates work of aides, teacher assistants or other paraprofessionals.
24. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a Bachelor's degree from an accredited college or university.

Licenses and Certifications:

- As appropriate for the assignment, possession of a valid California credential, or equivalent, which authorizes teaching of students with moderate to severe disabilities or a valid California credential, or equivalent, which authorizes teaching of students with orthopedic impairments
- Possession of a valid California English Learner Authorization
- Possession of No Child Left Behind Act (NCLB)/Elementary and Secondary Education Act (ESEA) certification for self-contained classes or in the in the subject(s) being taught

Knowledge, Skills, and Abilities:

- Knowledge of the fundamental principles and accepted practices, current trends, literature and research in special education specifically related to practices and procedures of instruction, assessment, and program planning for students with deafness, hearing impairment and/or deaf-blindness
- Knowledge of applicable laws, codes, regulations, policies, and procedures
- Knowledge of computer-based programs and appropriate technological skills
- Knowledge of teaching strategies and classroom management
- Ability to plan, organize, prioritize, and manage time
- Ability to effectively communication including giving clear concise instructions, using correct terminology and appropriate level of delivery, listening without bias, and providing appropriate feedback and reinforcement
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor classroom environment
- Moderate noise
- Continuous contact with staff, students, and the public
- May drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions
- Sufficient vision to read printed material

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- Sufficient hearing to conduct in-person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/27/2017