

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Special Education Teacher – South County SELPA**

**Purpose Statement:**

Under the general direction of the South County SELPA Director or Designee, will serve students with various disabilities within member districts and Davila Day School; will, plan, develop and implement individualized education plans; conduct student assessments, provide consultation to staff and parents, and participate in IEP meetings.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Provides direct instruction using the state adopted core curriculum.
- Participates in the Individual Education Plan (IEP) process and integrate IEP activities into their lessons.
- Plans assessment activities to evaluate students' progress in relation to the California State Standards or the Alternative Curriculum.
- Prepares reports on student learning progress.

**Other Functions**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

**KNOWLEDGE:**

A variety of strategies for teaching students with severe disabilities

**ABILITY:**

Plan, implement, and monitor the daily progress of special education students in classroom programs

**Working Environment:**

**ENVIRONMENT:**

Indoor, classroom or office environment.

May be designated in an alternate work setting using computer-based equipment to perform duties.

Must have the ability to travel to and from school/work sites as job requires.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Experience: Experience in the development and writing of Individualized Education Plans (IEP), assessment procedures, and adherence to federal and state regulations for students with disabilities. Experience working with students with mental health challenges is preferred; and

Education: Bachelor’s Degree in Special Education or related field preferred; or

Equivalency: A combination of education and experience equivalent to Bachelor’s Degree in Special Education preferred; and experience in the development and writing of Individualized Education Plans (IEP), assessment procedures, and adherence to federal and state regulations for students with disabilities. Experience working with students with mental health challenges is preferred

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

California Education Specialist credential with a Mild/Moderate or Extensive Support Needs emphasis

English learner authorization (CLAD or equivalent document)

Valid California Driver’s License

CPR and First Aid certification is highly desirable

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade SELPA Teacher Compensation Plan, Plan 064

Approval Date: <date>

Approved by: <signature>

Dr. Yolanda Rogers, assistant superintendent

Human Resources Services

Revised: 6/2018; 2/2023