

JOB DESCRIPTION
San Diego County Office of Education

TEACHER, SPECIAL EDUCATION – ALTERNATIVE EDUCATION PROGRAM

Purpose Statement:

Under general supervision from assigned administrator, Special Education Teacher – Alternative Education Program is responsible for planning and implementing quality learning experiences, preparing daily lesson plans, creating a stimulating instructional environment conducive to student mastery and maintaining case management responsibilities.

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 daily instruction for students with disabilities.
- Selects and administers appropriate instructional materials which are aligned with the state framework.
- Prepares curriculum to meet instructional, psychological and social needs of each student.
- Uses appropriate teaching strategies and classroom management techniques with students to correct negative behaviors and enhance positive behaviors.
- Evaluates students on a consistent and frequent basis to measure effective rates of learning.
- Works in cooperation with staff, administration, and other agency personnel to establish an effective academic program.
- Establishes and maintains open communication with teachers, Special Education Coordinator, Principal, supervisors and office staff.
- Develops course objectives, activities and materials based on student assessment in order to provide a quality, appropriate individualized educational program. All instructional plans are reviewed, evaluated and updated as needed.
- Develops Individualized Education Plans that are in full compliance with legal requirements.
- Attends professional development opportunities to maintain and improve expertise.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

A variety of instructional strategies for teaching students with disabilities;

State educational frameworks and standards for students with disabilities;

Consistent and effective student evaluation methods to measure learning rates and adapt teaching strategies;

Proficient understanding of legal requirements for Individualized Education Plans (IEPs) and other special education mandates;

Understanding of multicultural instructional methods and diverse student populations;

Behavior intervention strategies and classroom management skills for students with disabilities.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Plan and implement a quality instructional program for students with disabilities, monitor daily student progress and collect student data;

Develop Individualized Education Plans (IEPs) that meet legal requirements;

Capacity to work cooperatively with staff, administration, and other agency personnel in establishing an effective academic program;

Attend and apply learning from professional development opportunities for continual improvement;

Developing course objectives, activities, and materials based on student assessments for individualized educational programs;

Speak and write effectively in Spanish (some assignments).

Working Environment:

ENVIRONMENT:

Duties are typically performed in school settings that may include juvenile detention facilities. May be designated in an alternate work setting using computer-based equipment to perform duties.

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 objects up to 50 pounds. 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 (IEPs) that meet legal requirements, assessment procedures, and adherence to federal and state regulations for students with disabilities. Experience in providing instruction in urban settings, working with a diverse student population, multicultural instructional methods, and strong behavior intervention and classroom management skills; and

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

Equivalency: A combination of education and experience equivalent to a bachelor's degree in Special Education or related field (preferred) and experience in the development and writing of Individualized Education Plans (IEPs) that meet legal requirements, assessment procedures, and adherence to federal and state regulations for students with disabilities. Experience in providing instruction in urban settings, working with a diverse student population, multicultural instructional methods, and strong behavior intervention and classroom management skills.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Education Specialist teaching credential with an authorization in Mild/Moderate; or equivalent document.

Valid English Learner authorization (CLAD or equivalent document).

Valid California Driver's License

CPR and First Aid certification are 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: Basic Teacher Compensation Plan, Salary Plan 060

Approved by: _____



Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: 10/13, 8/20, 11/23