

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EDUCATION SPECIALIST-MILD-MODERATE

BASIC FUNCTION:

Under the direction of the School Principal, the Education Specialist/Mild-Moderate participates in preparing Individual Education Plan (IEP) to provide designated academic instructional service to students, provides consultation services to regular program teachers, and works with other professionals in developing cooperative programs to assist students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serves as a member of the IEP team to assist and consult in determining student admission, dismissal, transfer, and continuing re-evaluation of special education programs.

Participate in Student Success Team meetings and follow up plans as needed.

Provides instruction or services for identified individuals with exceptional needs assigned to the regular classroom teachers for the school day.

Evaluates pupil progress on a regular basis revising instructional plans as appropriate.

Confers on a regular basis with the regular class teachers to assure instructional continuity and complete implementation of the IEP.

Assists in accommodating and/or modifying present equipment and materials to meet the specific needs of individuals with exceptional needs.

Coordinates educational services and guidance (after assessment) to individuals with exceptional needs and their parents or guardians.

Provides consultant services, resource information, and material regarding individuals with exceptional needs to regular staff members and parents as requested or assigned.

Write and manage IEPs for students on caseload

Coordinate and conduct various team meetings and implement team recommendations as assigned.

Obtain academic present levels/baselines

Obtain signatures on all applicable IEP documents

Draft ITP's and hold transition meetings, as appropriate

Monitor confidential tracking database for all IEP documents

Provide information, recommendations and interpretation of student assessment results and/or records.

Ensure files are compliant

Update IEPs with appropriate services, accommodations, IEP dates and other necessary information

Complete IEP Progress Reports for each student

Provide direct services as needed to students in accordance with their IEP

Follow up with parental or teacher concerns

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The elements of effective instruction, curriculum concepts and materials pertinent to all grade levels.
Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

Communicates with parents and school counselors on pupils progress.

Supervises pupils in out-of-classroom activities during the assigned work day. (Assemblies, library.)

Works with pupils and other classroom teachers in related instructional activities.

Administers or monitors group tests.

Participates in curriculum and other developmental programs in assigned school and/or on a district level.

Participates in faculty committees and meetings.

Cooperatively assists with other duties as assigned during the normal school day.

Operation of office and classroom equipment including a computer and assigned software.

Instructional methods and techniques.

Principles and practices of training and providing work direction to assigned staff.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Record-keeping and report writing techniques.

Classroom procedures and appropriate student conduct.

Health and safety regulations.

ABILITY TO:

Monitor and assess student needs and progress.

Develop and implement instructional activities to enhance student skills in designated developmental areas.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Prepare and maintain student records and files.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Two years to three years' work experience in Special Education preferred

LICENSES AND OTHER REQUIREMENTS:

Education Specialist Instruction Credential - Mild/ Moderate

Valid California Class C Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/classroom, office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting and standing for extended periods of time.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: September 26, 2024