

**CARDIFF SCHOOL DISTRICT**  
**ELEMENTARY SPECIAL EDUCATION TEACHER, SDC**

**PRIMARY FUNCTION:**

The Elementary Special Education Teacher provides assessment, instructional services, consultation, coordination, planning, curricular resources, evaluation and remediation for individuals with exceptional needs. These may include all classifications of special education students whose Individualized Education Program (IEP) requires placement in the special education program.

**SUPERVISION:**

Works under the immediate supervision of the site administrator with assistance from the Director of Special Education.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Develop and revise IEP for students placed on caseload.
- Teaches students basic learning skills and subject matter commensurate with emotional, physical and intellectual needs.
- Provides individualized and group instruction with emphasis on basic skill areas that need remediation.
- Conducts academic assessment of students assigned to the class, keeps appropriate records, and prepares reports as required by District or state regulations.
- Selects and adopts from a wide variety of remedial instruction methods and materials that meet the present needs of students assigned to the class.
- Monitors and evaluates expected progress towards goals stated in the IEPs of all students placed in the class.
- Trains, schedules, and directs the work of instructional aides and volunteers in the classroom.
- Instruct students in other areas of the course of study as specified in state law or administrative regulations and procedures of the District.
- Provides a learning environment that promotes high standards of pupil behavior and positive attitudes toward self and others.
- Cooperates in mainstreaming of students into regular classrooms in conformance with legal requirements.
- Participate with other professional staff on the Student Study Team in assessing the needs of students referred to SST.
- Communicates with parents through a variety of means. Holds parent conferences to discuss the individual pupil's progress.
- Maintains own professional competence through participation in District, regional or state-sponsored in-service activities.
- Works cooperatively with classroom teachers to facilitate pupil schedules.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Selects and orders books and instructional supplies and maintains required inventory.
- Completes District and special education forms and complies with district procedures and policies.
- Supervises students in out-of-classroom activities and shares in the sponsorship of pupil activities during the assigned working day.
- Participates in curriculum programs and staff meetings at the school of assignment and/or on a District level.
- Serves as a member of the SST and IEP Team.
- Skill and/or familiarity with technology instruction.

**MINIMUM QUALIFICATIONS:**

**Credential:** Credential authorizing service in a special day class program for students with mild to moderate disabilities, autism authorization.

**Education:** Bachelor's Degree and graduate-level courses in special education.

**Experience:** Prior successful experience working with special education students or students with behavioral difficulties is desirable.