

Cypress School District

EDUCATION SPECIALIST

Description of Position

Under the direction of a principal, teach and instruct preschool through sixth grade students who require specialized assistance in academic, social, and/or behavioral skill areas; support the general education setting via co-teaching/collaboration model (Learning Center); plan, develop, organize, and assist in the operation of comprehensive individualized education programs (IEPs) for students with various disabilities; and participate in decisions regarding placement of students with exceptional needs.

Essential Duties

- Appraise academic, behavioral, and perceptual functioning of an individual student
- Implement and monitor students' Individual Education Plans
- Provide a basic core curriculum program for special education students consistent with state and federal education code requirements
- Provide Tiers 2 and 3 interventions using appropriate pre/post data in core subject areas, as needed
- Recommend appropriate diagnostic/instructional services for students with exceptional needs to support staff, classroom teacher, parents, and district personnel
- Provide consultative, resource, and supervisory services in program and curriculum planning, research, and program evaluation for special projects involving students with exceptional needs within the school and at the district level
- Plan and implement a variety of instructional strategies to meet the needs of individuals with exceptional needs
- Effectively collaborate with general education classroom teachers who have students with exceptional needs in their classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the student's core curriculum instructional needs
- Assist in referrals of individuals with exceptional needs to available community agencies when their needs cannot be met by the services provided by the district
- Consult with parents (or guardians) and members of related disciplines, including outside agencies, regarding the needs students with exceptional needs
- Confer frequently with parents and professional staff members regarding the educational, social, and personal concerns of such students
- Employ a variety of behavior management strategies and techniques, including behavior modification, reinforcement, and other positive behavior shaping techniques
- Keep attendance records, computerized IEP records, and all other records pertinent to the special education program for state reports and program accountability
- Plan and coordinate the work of assigned aides and paraeducators and provide feedback and training as needed for them to work effectively with students and appropriately fade in order to foster greater student independence
- Develop specialized inservice programs for school and community personnel
- Participate in professional growth activities
- Participate in district-wide meetings for maintenance of standards and evaluation of special education services
- Perform other duties as assigned

Education Specialist (continued)

Qualifications

Knowledge of:

- Principles, theories, techniques, and strategies pertaining to the teaching and instruction of students with various learning deficiencies
- Educational curriculum and instructional goals and objectives and the educational trends and research findings pertaining to students with exceptional needs
- Behavior management and behavior shaping strategies, techniques, and methods, and conflict resolution procedures
- Special education eligibilities, assessment processes and procedures, and accompanying instructional implications
- District, state, and federal policies and procedures as they relate to students with exceptional needs

Ability to:

- Plan, organize, develop, and assist in the implementation of a comprehensive remedial instructional program for students experiencing skill deficits
- Provide effective learning experiences for students with a wide range of socio-economic and cultural backgrounds
- Effectively collect and analyze data and assess for individual education programs
- Communicate effectively, both orally and in writing, including preparation and presentation of detailed, complex analysis, recommendations, and conclusions around student performance
- Use sound judgement in interpreting and applying policies and procedures
- Establish and maintain effective working relationships with all stakeholders

Education/Certification:

- Bachelor's degree, including all courses to meet credential requirements
- Valid California Education Specialist Instruction Credential
- No Child Left Behind compliance
- English Learner authorization

Physical Demands and Requirements

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The employee must possess appearance, grooming, and personality which establish a desirable example for students and the ability to meet district standards for physical and mental health.