

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Special Education Teacher – Site Lead

Classification: Certificated

Reports to: Site Administrator, Director Special Ed
Support Services

Range: Certificated Salary Schedule

EDUCATION AND EXPERIENCE

Five years of successful experience in the special education area of expertise (i.e. Teacher)

Valid California Education Specialist Mild/Moderate or Moderate/Severe Teaching Credential, with Autism Authorization One year of successful experience with children with disabilities preferred Valid California driver's license

SUMMARY

As part of the secondary teaching assignment, may teach one or more special education classes in assigned subject area to pupils in secondary and assists in other school special education programs as needed.

Maintains special education due process requirements and legal regulations related to student services under Federal and State laws and Individuals with Disabilities Education Act (IDEA), coordinates placements of students in accordance with the IEP team process into and out of programs, provides classroom supervision of Special Education personnel in conjunction with site administrators, develops and implements in-service training programs appropriate to special education personnel, regular staff and parents/caregivers.

SPECIFIC RESPONSIBILITIES

Works with the Site Administration and District Special Education Administration in the following activities:

1. Lead school site in the implementation of district special education programs.
 2. Collaborates site admin and Child Welfare and Attendance to review behavior intervention plans prior to students being recommended for suspension/expulsion.
 3. Review IEPs of students moving into the district to facilitate appropriate interim placements with the district special education supervisor.
 4. Provides services to teachers in areas of consultation, data distribution and analysis, and curriculum.
 5. Maintains all due process timelines for state and/or federally mandated regulations to ensure compliance in order to maintain funding levels. Entails collection, recording and maintaining district, county and state attendance data as mandated by special education regulations.
 6. Participate in and/or provide professional development to improve professional practices throughout the district. Coaching and mentoring of intern teachers at site.
 7. Performs other related duties as assigned by site administrator and district special education department.
- Initial Evaluations
 - Coordination of transition services
 - Facilitates Medical/Toileting Training with Nurse
 - Caseload Distribution in collaboration of supervisor of special education
 - Schedules for all aides and reports to the site admin for approval
 - Attends IEP where teacher may need additional support
 - End of Year responsibilities- Graduation requirements/Summer School Credit Recovery
 - Work an additional 6-8 days for planning, professional development, scheduling

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures.
- Curriculum for Special Education programs, supporting Instructional State Standards (Common Core State Standards (CCSS) and Special Education Administrator of County Office (SEACO) alternate standards and the corresponding Statewide Assessments
- Counseling and testing programs for Special Education students.
- IEP Case management and legal requirements.
- Oral and written communication skills.
- Principles and practices of management.
- Instructional best practices

Ability to:

- Work as a team with school site staff, students and families.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.