

ONTARIO-MONTCLAIR SCHOOL DISTRICT

TEACHER ON ASSIGNMENT SPECIAL EDUCATION

DEFINITION

Under the direction of the Supervisor, support the school district in implementing and sustaining a quality instructional program for students with Individual Education Programs (IEPs).

EXAMPLES OF DUTIES

Coach teachers and classified staff in instructional, behavioral, and classroom management strategies appropriate for these students. Coordinate with other LEAs, county and state providers and the district/site Leadership Team and implement a Plan of Action if necessary. Develop and maintain IEP calendar, parent notification, and chair IEP meetings. Attend IEP meetings for incoming students and follow through with completion of enrollment materials, parent contact and visit. Chair weekly Support Staff meeting, maintain incoming students log and pending student list. Coordinate with Special Education department to ensure that IEPs are completed correctly and in a timely manner, including initial page one for new students and 30-day reviews.

QUALIFICATIONS

- Possess appropriate special education credential(s) to teach students with disabilities.
- Minimum of three years of successful teaching experience with students with disabilities,
- Experience in planning and presenting professional development.
- Knowledge and experience in providing support to classroom teachers in developing effective instructional strategies.
- Ability to be flexible and innovative and accountable.
- Knowledge of special education testing, IEP requirements, and the ability to chair an IEP meeting.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the district's liability insurance carrier.

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 talk and hear. The employee frequently is required to stand; walk; and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 50 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individual s with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Board Approved: September 1, 2005

Revised: May 4, 2017