

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**SPECIAL EDUCATION TEACHER – FRIENDSHIP SCHOOL**

**Purpose Statement:**

The Special Education Teacher - Friendship School advances SDCOE's commitment to increasing belonging and reducing barriers to opportunity by providing specialized, individualized educational instruction and support services to students ages 3 through 22 with extensive support needs. The Special Education Teacher designs and implements standards-based, functional, and developmentally appropriate learning experiences that promote each student's academic, communication, social-emotional, adaptive, and life skills growth. In collaboration with related service providers, nursing staff, families, and multidisciplinary teams, the Special Education Teacher ensures a safe, inclusive, and responsive learning environment that supports student access, participation, and progress in accordance with Individualized Education Programs (IEPs), applicable laws, and best practices.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Essential Functions:**

- Instructs students with extensive support needs regarding individualized tasks to implement and achieve IEP goals.
- Participates as a member of IEP teams; attends IEP meetings; provides input to IEP goals; conducts pre and post assessments and performs other data collection; prepares IEP reports and maintains inter-agency and district contacts regarding IEP's. Understands how to align IEPs to Common Core State Standards for students with extensive support needs.
- Performs specialized physical health care procedures as trained and assigned and in accordance with specialized training provided by a health specialist; as trained and qualified, operates and instructs students and staff in the use of various apparatus to assist in mobility and to lift and position students.
- Assures the proper implementation of objectives for each student in accordance with IEP's, including positioning.

- Provides for the personal hygiene of students including toileting, diapering, feeding, and care giving; teaches self-help skills involving personal hygiene; teaches recreational/leisure skills.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

**KNOWLEDGE:**

Affective and cognitive areas, fine motor development, communication behavior management, academic development, including a variety of strategies for teaching students who have extensive support needs.

Specialized health care needs

Specialized equipment, such as wheelchairs, braces and adaptive devices

Assistive technology.

**ABILITY:**

Plan, implement, and monitor the daily progress of students and supervise special education assistants in classroom programs.

Supervise special education assistants in classroom programs.

Operation of equipment related to students with extensive support needs.

Instruct students with the most significant disabilities in individualized tasks to achieve IEP goals.

Understand and relate to children with special needs.

Operate and demonstrate the use of materials and specialized equipment.

Monitor and evaluate student progress.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Compile and verify data and prepare reports.

Work independently with little direction.

Meet schedules and timelines.

Collaborate and consult with others.

Physical ability to lift students ranging in weight from infant to adult.

Toilet, feed and provide specialized health care for students.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in a school setting.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; lift and handle students in caring for their personal needs such as toileting, aiding with bladder and bowel apparatus, administering to students subject to seizures, removing and replacing braces, etc.; lift students up to adult

size, to perform such tasks as transferring students into and out of wheelchairs and other apparatuses; stoop; kneel; sit on the classroom floor for extended periods of time; use first aid and CPR; feed students; perform specialized health care to students.

**Education and Experience:**

Experience: Prior experience in supervising and/or teaching students with extensive support needs is preferred; and

Education: Bachelor’s degree in special education or related field; or

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in special education preferred; and prior experience in supervising and/or teaching students with extensive support needs is preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Education Specialist Credential in Extensive Support Needs (ESN) or equivalent document; and  
CLAD or equivalent English Learner authorization  
Valid CPR and First Aid certification  
Early Childhood Special Education certificate is preferred  
Orthopedic Impairments added authorization preferred

Continuing Educ./Training

N/A


Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: 2015

Approved by:   
Dr. Don Ogden, assistant superintendent  
Human Resources Services

Revised: 2015, 04/2023, 04/2026