

Teacher - Special Education

Purpose Statement

The job of Teacher - Special Education is done for the purpose/s of developing special education students' success in academics, interpersonal skills and activities of daily living by implementing district approved curriculum; documenting teaching and student progress/activities, outcomes; addressing students' specific needs; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

This job reports to Principal

Essential Functions

- Adapts classroom work under the direction of the teacher of record for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned.
- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses students' social needs (e.g. behavioral, motor development, communication, etc.), academic needs, progress, expectations, goals, etc. (e.g. developmental level, vocational abilities, etc.) for the purpose of evaluating students and family requirements, placement and success of the program.
- Assumes individual responsibilities as assigned by administration (e.g. collegial groups, staff inservice, committee work, student activities, student supervision, etc.) for the purpose of improving staff knowledge and supporting student activities.
- Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- Demonstrates methods required to perform assignments for the purpose of providing an effective school program and addressing the needs of individual students.
- Directs paraprofessionals, volunteers and/or student aides for the purpose of maximizing their efficiency and meeting work requirements, providing an effective school program, and addressing the needs of individual students.
- Facilitates student learning for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Furthers personal education via staff development, college courses, etc. for the purpose of staying current with latest and best practices, and learning new theories and technology.
- Maintains confidentiality for the purpose of protection of students, staff, parents, and district.
- Manages student behavior for the purpose of providing a safe and an optimal learning environment.
- Prepares teaching materials and related reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and documenting student progress.

- Provides proper care, management, and reasonable security for all district property in their custody (e.g. equipment, supplies, classroom, facilities, etc.) for the purpose of maintaining inventories, preventing damage and/or theft.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; adhering to safety practices; handling hazardous materials; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; health standards and hazards; pertinent codes, policies, regulations and/or laws; safety practices and procedures; stages of child development; and standard office software and hardware.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with limited interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains PTSB certification by earning 5 credit hours per every 5 year renewal period

Certificates and Licenses

Professional Teaching Standards Board Certification with proper endorsement(s) Bachelor's Degree

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade