

JOB DESCRIPTION

JOB TITLE: Teacher - Special Education

Job Summary:

The job of "Teacher - Special Education" is done for the purpose(s) of facilitating Special Education student success in the least restrictive environment in the areas of academics, interpersonal/social skills, self management, and activities of daily living through implementing district approved curriculum; documenting teaching and student progress/activities, outcomes; addressing specific needs of students; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, and to ensure access to general education curriculum and non-disabled peers to the greatest extent possible.

Essential Job Functions:

- Instruct students with individualized special needs for the purpose of developing appropriate academic, interpersonal, self management, and daily living skills (e.g. toileting / hygiene) through a defined course of study
- Manages classroom and individual student behavior for the purpose of providing a safe and an optimal learning environment
- Prepares teaching materials and reports (e.g. Individualized Education Plans, Functional Behavior Assessments, Behavior Intervention Plans, grades, attendance, anecdotal records, progress reports, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Assesses students for eligibility into special education
- Assesses student's social needs (e.g. behavioral, motor development, communication, etc.) and academic needs (e.g. developmental level, vocational abilities, etc.) for the purpose of evaluating student learning and support requirements, placement and success of the special education program
- Collaborates with school personnel and community agencies (e.g. social service agencies, caretakers, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum
- Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective special education program and addressing the needs of individual students
- Adapts lesson(s) for the purpose of implementing IEP goals and meeting the special needs of students
- 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
- Facilitates special education meetings for assigned students with or suspected of having disabilities
- Ensures required timelines, processes and procedures, documentation and student record requirements are followed according to district policy and state law

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- 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, district and/or school policies
- Ensures compliance with student confidentiality in verbal, written, electronic, and filing/organizational strategies
- Prompt and regular attendance

Other Job Functions:

- Administers medication, first aid and/or health care requirements as may be required for the purpose of providing specialized treatment and/or monitoring medical conditions of students
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements

Essential Job Requirements - Qualifications:

- Knowledge of current federal and state laws pertaining to the provision of special education
- Skills, Knowledge and/or Abilities Required: Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance, address student health care needs
- Knowledge of and ability to work with all special education eligibilities (learning, severely, communication, visually and/or physically handicapped), age appropriate teaching methods, state curriculum framework, education code
- Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks (e.g. effectively organize and facilitate meetings related to multiple issues), maintain records, establish and maintain cooperative working relationships with students, parents, and other school personnel, and meet scheduling deadlines
- Communicate effectively under stressful conditions. Model appropriate school behavior
- Significant physical abilities include lifting/carrying/transferring immobile students, physical interventions of small and large students when necessary, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/accommodation/field of vision
- Licenses, Certifications, Bonding, and/or Testing Required: Teaching Credential for Special Education appropriate level of instruction and No Child Left Behind Highly Qualified status. First aid/CPR, Criminal Justice Fingerprint Clearance