

Job Description

Teacher, Special Education – Mild/Moderate

PRIMARY FUNCTION

Under direction provide instruction, assessment and program planning for special education students with primary learning disabilities including mild to moderate mental retardation, attention deficit and attention deficit hyperactivity disorders, and emotional disturbances. The Mild/Moderate Teacher is responsible for monitoring and evaluating student progress and behavior; researching, obtaining and providing instructional materials for special education services; serve as an informational resource for students, parents, District personnel and community organizations; working within a pull-out Learning Center environment or within a self-contained classroom.

BASIC DUTIES AND RESPONSIBILITIES

- Provide instruction, assessment and program planning for special education students with primary learning disabilities, mild to moderate mental retardation, attention deficit and attention deficit hyperactivity disorders, and serious emotional disturbances; participate in preparing Individual Education Plan (IEP) goals and objectives for eligible students; suggest alternate resources, programs or interventions for ineligible students.
- Monitor and evaluate progress and behavior of eligible special education students; oversee short-term student instruction for ineligible students; prepare progress reports and report card grades as appropriate.
- Research, obtain and provide instructional materials for special education services.
- Serve as an informational resource for students, parents, District personnel and community organizations; respond to inquiries and provide information, recommendations and interpretation of student records.
- Interpret assessment results for team members; write behavior support plans.
- Prepare and maintain a variety of records and reports related to assigned activities and student progress and behavior; retrieve official records for parents and District personnel as requested.
- Coordinate and conduct various team meetings and implement team recommendations as assigned.
- Train and provide work direction and guidance to assigned personnel; organize and conduct in-services for parents or staff as directed.
- Operate a variety of office and classroom equipment including a computer and assigned software.
- May be responsible for assisting students who have toileting needs.
- Monitor expenditures as appropriate.
- Perform related duties as assigned.

QUALIFICATIONS

Education Specialist Instruction Credential –Mild/Moderate Disabilities
or

Specialist Instruction Credential – Special Education/Learning Handicapped

or

Equivalent Credential

KNOWLEDGE AND ABILITIES

Knowledge Of:

- Practices and procedures of instruction, assessment and program planning for special education students with primary learning disabilities, mild to moderate mental retardation, attention deficit and attention deficit hyperactivity disorders, and serious emotional disturbances.
- Basic subjects taught in District schools including mathematics, reading, writing, language arts and spelling.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Child guidance principles and practices related to children with special education needs.
- Classroom procedures and appropriate student conduct.
- Problems and concerns of students with special needs.
- Applicable laws, codes, regulations, policies and procedures.
- Research methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of standard office and classroom equipment including a computer and assigned software.

Ability To:

- Provide instruction, assessment and program planning for special education students with primary learning disabilities, mild to moderate mental retardation, attention deficit and attention deficit hyperactivity disorders, and serious emotional disturbances.
- Monitor and evaluate student progress and behavior.
- Research, obtain and provide instructional materials for special education services.
- Serve as an informational resource for students, parents, District personnel and community organizations.
- Understand and relate to students with special needs.
- Follow District organization, operations, policies and objectives.

KNOWLEDGE AND ABILITIES, CONTINUED

- Follow department and program objectives and goals.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Prioritize and schedule work.
- Maintain records and prepare reports.
- Operate standard office and classroom equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information.
- See to read a variety of materials.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor office work environment and include visitations to the sites.

Physical Abilities:

The employee must be able to: Lift, carry, push and/or pull items with a strength factor of light work. Hear and speak to exchange information in person and on the telephone.

Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment. Bend at the waist, kneel, or crouch. Sit or stand for extended periods of time. Climb a stool or ladder and reach above shoulders.

LICENSE

Possession of a valid California Drivers' License and current proof of insurance are required.