

Ventura Unified School District

Certificated Human Resources

Job Description

Title:

Special Education Teacher

Basic Functions:

Under the direction of the principal, provide specialized academic instruction to students individually and in small groups in accordance with VUSD policies and procedures; develop and implement IEP goals, assess students, and coordinate program to increase independence and functioning in society, socially, vocationally and academically.

Supervision:

Reports to building principal. May supervise paraeducators and/or other classified personnel.

Physical Characteristics:

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

Working Conditions:

Environment: Special education classroom environment and/or community work environments;

Physical Abilities: Ability to stand for long periods, lifting and moving children and adult students which involves lifting up to 40 pounds to move and diaper individuals and to assist students in performing mobility exercises, pushing wheelchairs, kneeling or crouching to assist students with other tasks;

Hazards: May providing specialized physical health care procedures to students with exposure to body fluids; exposure to students who may become hostile or disorderly and who may exhibit physical aggression; may be required to work around foul odors.

Minimum Qualifications

Teacher applicants must hold, or qualify for, the appropriate California credential or meet requirements for an Intern Permit.

Representative Duties:

1. Design and implement curriculum and lesson plans for individualized and group instruction; schedule instructional periods; assess student progress; teach subjects including math, reading, language arts, wellness and others utilizing specialized software and adaptive equipment as necessary; maintain related records.
2. Instruct students with special education needs regarding individualized tasks to implement and achieve IEP goals.

3. Participate as a member of IEP teams, attend IEP meetings; provide input to IEP goals; conduct pre- and post-assessments and perform other data collection; prepare IEP reports and maintain inter-agency and district contacts regarding IEP's.
4. Perform specialized physical health care procedures as trained and assigned and in accordance with specialized training provided by health specialist; as trained and qualified, operate and instruct student and staff in the use of various apparatus to assist in mobility and to lift and position students; complete documentation forms.
5. Assure the proper implementation of objectives for each student by trained individuals in accordance with IEP's including positioning and range of motion activities.
6. Cooperatively sets performance objectives appropriate to the interest and maturity levels of students.
7. Perform specialized duties as assigned in such areas as behavior, vision, movement and others while working with students and teachers.
8. Provide for personal hygiene of students, including toileting, diapering, feeding and caregiving; teach self-help skills involving personal hygiene; teach recreational/leisure skills.
9. Design and implement appropriate behavior management techniques for use in instructional and disciplinary purposes.
10. Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
11. Determines instructional materials designed to achieve goals and performance objectives appropriate to the interest and maturity level of student.
12. Establishes and maintains standards of student behavior needed to provide a productive learning environment.
13. Instructs pupils in proper care and use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection, dependent upon size and facility available.
14. Evaluates student's academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents on the individual pupil's progress.
15. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems of mental and physical health, attitude and learning.
16. Provide job coaching, vocational training and other skills.
17. Instructs pupils in citizenship, basic communication skills, study skills and other elements of the course of study specified by VUSD.

18. Arrange with other teachers, peer tutors and monitor the integration of students in regular school classrooms.
19. Supervises pupils in previously specified out-of-classroom activities during the workday.
20. Plan and supervise field trips to the community for shopping or self-help teaching purposes or to other sites consistent with instructional objectives.
21. Train and provide work direction and guidance to assigned Paraeducators, volunteers, substitutes, DIS, etc.
22. Collaborate with other Teachers, Psychologist, Specialists and other regarding student progress; provide assistance in transition to home schools.
23. Collaborate with parents; conduct initial interviews and conferences with parents; discuss student progress with parents on an on-going basis; report cards quarterly provide support emotional/psychological and refer to appropriate resources.
24. Communicates with parents through a variety of means: parent conferences when needed to discuss the individual pupil's progress and interpret the school program.
25. Prepare a variety of reports for parents, police, community agencies, administration, and others.
26. Participates in staff meetings, curriculum, and other developmental programs within the school of assignment and/or on a district level.
27. Plans and coordinates the work of teacher assistants, volunteers, and paraprofessionals where applicable.
28. Administers group-standardized tests in accordance with district testing program.
29. Organizes storage areas and controls use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection, dependent upon size and facility available.
30. Maintains professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities (BP 0410)