CLASS TITLE: SPECIAL DAY CLASS TEACHER - EMOTIONALLY DISTURBED

BASIC FUNCTION:
Under the direction of the SELPA/Special Education Administrator and an assigned supervisor, provide an instructional program in classroom and community-based settings for students with disabilities designed to offer them opportunities to make choices and to become active participants in home and community life.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Conduct Educational Assessments related to student’s access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction and special education support to individuals in the area of specialization listed on the credential required by the position, in grades K-12.
- Complete all duties involved in developing annual or triennial IEP’s through the team process, utilizing the information through parent interviews and other assessment data. Develop and implement Individual Transition Plans where appropriate.
- Provide instruction and services to assigned students whose needs have been identified in an Individualized Educational Program (‘IEP’) developed by the IEP team and who may be assigned to regular classroom teachers for a majority of a school day.
- Provide consultation, information, resources, materials, and assistance to individuals with exceptional needs and to their parents, administrators, and/or regular staff members.
- Coordinate special education services while collaborating with the general education teacher and/or regular school program(s) for each individual with exceptional needs which may include but not be limited to scheduling, student needs, attendance and/or coordination of services from available agencies.
- Monitor student progress on a regular basis, participate in the review and revision of IEP, as appropriate, and refer students who do not demonstrate appropriate progress to the IEP team.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation as assigned on each student enrolled, including but not limited to, CASEMIS reports, Medi-Cal billing requirements, diagnostic and assessment information, student goals and objectives, conference and contact notes from parents and other professionals, student progress records; complete and submit attendance records; prepare county and/or state reports as assigned and/or required.
- Perform health care duties as needed or required for students to participate in the educational program.
- Provide a behavior management classroom program that creates a positive atmosphere for the learning of the individual student, including but not limited to, developing and implementing behavior plans.
- Teach California State and Common Core Standards based curriculum in a Special Day Class (SDC), and provide specialized instruction as determined by student IEP.
• Work closely and cooperatively with regular school classroom teachers, paraeducators, assigned supervisor, site Administrator, Designated Instructional Service (DIS) staff, Nurse, Psychologist, parents and community agencies to provide a complete program.

• Communicate with and provide supervision to the Paraeducator(s) assigned to the classroom regarding curriculum needs, behavior support and other duties.

• Confer and communicate with parents on a regular basis regarding student progress.

• Determine personal goals and objectives through the assessment and evaluation process.

• Maintain professional standards and competence through participation in professional growth opportunities provided by the Fresno County Office of Education and in self-directed professional growth activities.

• Prepare and maintain a current work schedule which may include, but not limited to, lesson plans for substitute teachers.

• Adhere to the schedules, policies and procedures as determined by the Fresno County Office of Education.

• Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

• Maintain a neat, uncluttered, sanitary, safe and aesthetically appealing workspace.

• Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

• Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area. Serve as a technical resource concerning assigned program, function or instructional area.

• Serve as a technical resource concerning assigned program, function or instructional area.

• Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

OTHER DUTIES:
• Drive a vehicle to conduct work using own transportation.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Behavior management strategies.
• Conflict resolution.
• Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to the field of Emotionally Disturbed.
• Current techniques to maintain a safe environment and provide support for a physically aggressive and/or self abusive student in a non-harmful manner.
• Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
• Facilitate the successful integration and mainstreaming of students into the regular program, as appropriate.
• Impact of the disability on family interactions and development.
• Planning, organization, coordination and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
• Principles, procedures and techniques in the development and implementation of staff training activities.
• Research methods, report writing and data collection.
• Standards of training and providing work direction.
• Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area.
• Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
• County Office organization, operations, policies and objectives.
• Interpersonal skills using tact, patience, flexibility and courtesy.
• Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
• Organizational skills which would enhance the maintenance of a neat, uncluttered, sanitary, safe, and aesthetically appealing classroom.
• Theoretical and technical aspects of field of specialty.

ABILITY TO:
• Collect date, analyze and evaluate situations accurately and adopt an effective course of action.
• Coordinate communications, information, personnel, and resources to assure smooth and efficient activities in job assignment and/or assigned program.
• Maintain a safe environment and provide support for physically aggressive and/or self abusive students in a non-harmful manner.
• Maintain a variety of reports and files related to job assignment and/or assigned program.
• Maintain systems, policies, standards and procedures in compliance with a variety of Federal, State, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
• Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
• Perform safe, non-harmful controls and restraint positions to safely control a student.
• Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
• Prevent or intervene appropriately in order to defuse escalating student behavior.
• Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
• Communicate effectively both orally and in writing.
• Develop and implement modifications and intervention strategies to match specific student needs.
• Drive a vehicle to conduct work.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain a neat, uncluttered, sanitary, safe, and aesthetically appealing workspace.
• Maintain consistent, punctual and regular attendance.
• Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
• Perform non-instructional duties and responsibilities in an efficient and effective manner.
• Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
• Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
• Work confidentially and with discretion.
• Work independently with little direction.
EDUCATION:
• Bachelor’s Degree.
• Master’s Degree in Special Education preferred.

EXPERIENCE:
• Two years teaching in a Special Education - Emotionally Disturbed classroom preferred.
• Special training and/or experience working with ‘at risk’ students and/or students having serious social and/or emotional deficits preferred.

LICENSES AND OTHER REQUIREMENTS:
• Valid California Education Specialist Instructional Credential – Moderate/Severe Disabilities and/or Valid California Education Specialist Instruction Credential - Mild/Moderate Disabilities and/or Valid California Special Education Credential with appropriate Added Authorization in Special Education (AASE) - Emotional Disturbance or other credential authorizations as required.
• Valid California driver’s license. Must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed by the Fresno County Office of Education.
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.
• Pre-placement medical assessment (paid for by FCOE) at a clinic selected by the Fresno County Office of Education. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.
• Valid Defensive Driving Certificated issued by an authorized agency within one year of date of hire.
• Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.
• Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire.

WORKING CONDITIONS:

ENVIRONMENT:
• Drive a vehicle to conduct work, using own transportation.
• Office and/or school facility environment and/or Community Based settings.
• Periodic yelling, crying or loud speech by students.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print. Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others. Understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment. Sitting, standing or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.
The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:
- Abusive and potentially harmful outbursts from students which may be potentially harmful to staff and/or students.
- Possible contact with blood and other body fluids.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*