



## Job Description Special Education Teacher

<b>Position Title:</b>	Special Education Teacher
<b>Reports To:</b>	Principal and Director of Education

### GENERAL SUMMARY:

Under general supervision plans and provides individual and group instruction to students with mild, moderate, or severe special needs. The teacher will provide instruction, assessment and program planning for special education students with primary learning disabilities, mild to moderate, moderate to severe intellectual disability, attention deficit and attention deficit hyperactivity disorders, and serious emotional disturbances; monitoring and evaluating student progress and behavior; researching, obtaining and providing instructional materials for special education services; serving as a resource for students, parents, and District personnel; while working within a self-contained classroom.

### UNDER SUPERVISION OF:

School Principal and Director of Education

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans (IEP) within established lesson plans.
- Advises parents and/or legal guardians, and student school district of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals (e.g. behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) for the purpose of providing feedback to students, parents/guardians, district and administration.
- Create and submit lesson plans to school principle no later than Wednesday for the upcoming week of instruction.
- Collaborates with instructional staff, other school personnel, parents/guardians, and districts for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school and district improvement plan.
- Directs aids/paraprofessionals, and volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Monitors students' behavior/activities in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in and/or coordinates a variety of meetings (e.g. IEP, Department Meetings, Weekly Staff meetings) for the purpose of conveying and/or gathering information required to perform functions.
- Must be able to work from 7:45 a.m. to 3:15 p.m. Monday through Friday.
- Prepares a variety of written materials in a timely manner per policy (e.g. grades, attendance, anecdotal records, IEP's, behavior reports, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- 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 and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the

purpose of resolving issues, providing information and/or direction.

- Work on various projects during the summer.
- Assist with various projects throughout the year with colleagues and administration, as needed.
- Prepare a distribute syllabus to parents at the beginning of each semester, prepare timely progress reports every 6 weeks, and prepare timely report cards every 18 weeks, by due dates to be distributed to parents timely.
- Respond within 24 hours to student, parent and SRA staff inquiries via phone and/or e-mail during the regular work week.
- Keep detailed and current documentation for parent/student conferences. (i.e.: behavior log notes, IEP goals log, individual students IEP folder; which includes student work samples for each goal).
- Create a master calendar at the beginning of each semester for annual and triennial IEP meeting dates.
- Administer subject specific testing for each student to measure progress of IEP goals (i.e.: initial assessment test at the beginning of school year, and testing prior to triennial and annual IEP meetings).
- Must possess vigorous classroom management skills. (i.e.: clear and concise classroom rules, engaging lessons, must walk around during class instruction to ensure both students and aids are working on concepts of lessons).

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree or higher.
- Relevant teaching experience preferred.
- Possession of California Special Education Intern or Preliminary Credential authorizing the teaching of students with Mild / Moderate /Moderate/Severe disabilities.
- Training in applied behavior analysis and experience with functional, community-based curriculum a plus
- Evidence of compliance under No Child Left Behind (NCLB). Preference will be given to individuals with classroom experience in working directly with students exhibiting a variety of special education disabilities.
- Shared view of the school's mission.
- Organization and time-management skills.
- Proficiency in Excel, Word, and Outlook, and experience using them in a professional capacity.

### **PREFERRED REQUIREMENTS:**

- Experience working with the proposed age groups
- Knowledge of alternative public school environments (i.e.: non-public special education schools)

### **CERTIFICATES AND LICENSES:**

Must possess a valid First Aid Card, CPR Certificate, and CPI card. Possess a valid unexpired Class C license. Must have no points on driving record and have personal auto liability insurance.

### **LANGUAGE AND WRITING SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Speak professionally and effectively, write grammatically correct, while using correct punctuations and sentence structure.

### **REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to supervise children, maintain effective working relationships

with children and staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequent bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include distance and close vision, color vision, depth perception and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee can occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

**CONTINUING EDUCATION/TRAINING:**

As needed and/or as required by California Department of Credentialing

**OTHER FUNCTIONS/DUTIES:**

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**CLEARANCES:**

Criminal Justice/Fingerprint Clearance  
TB Clearance

**SALARY:**

The salary for this position will be in accordance with the salary schedule in the Stone Ridge Academy Human Resource department.

**Team Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.