



JOB DESCRIPTION

Specialized Academic Instructor (SAI)

Special Education Teacher

SUMMARY

The Specialized Academic Instructor (SAI) is responsible for providing support for the instructional program for students with special needs; pertinent information and consultant services to employees and parents; and ongoing student assessment and evaluation. This position will support and uphold the mission and vision of The Classical Academies.

ESSENTIAL DUTIES

- Develop Individualized Education Plans (IEP) for individual needs of exceptional students
- Proficient in writing effective, meaningful student IEP goals
- Evaluate students in order to identify student needs
- Coordinate services for students to ensure efficient instruction and an effective, cohesive program
- Teach/instruct students to ensure successful progress toward student's IEP goals
- Consult/collaborate with parents, employees, providers to ensure appropriate delivery of services and adherence to special education law
- Schedule services for students to provide efficient and effective services for students
- Appropriately make modifications and interventions of classroom curriculum and setting
- Work with fellow team members to monitor, modify, and strengthen the charter school academic program
- Provide excellent customer service to parents and students
- Attend employee in-services/professional development training

EMPLOYMENT STANDARDS & QUALIFICATION

Basic Knowledge:

- Understands due process and procedures



- Have a working knowledge of curriculum to suggest choices that parents may need to modify their students' educational program to best meet their individual requirements, as well as provide supplemental materials
- Ability to effectively communicate both verbally and in writing
- Understanding of school policies, including school safety and security procedures
- Correct English usage, punctuation, spelling, and grammar
- Understand, adhere to, and be able to explain The Classical Academies' programs
- Technologically proficient and/or open to the use of technology in the delivery of curriculum and in the management of student data and assessment

Interpersonal Skills:

- Enjoy working with students
- Demonstrate the ability to partner with parents in the education of their children
- Understand and work within scope of authority and defined guidelines
- Understand and accurately follow directions orally and in writing
- Manage and prioritize multiple tasks
- Maintain professional behavior and appearance
- Exercise self-control and balance judgment
- Productively work independently as well as with others

Qualifications:

- California State Education Specialist Instruction Credential with Autism Authorization required

Work Environment:

The usual and customary methods of performing the job functions require the following physical demands: walking, standing, sitting, lifting, carrying, pushing and/or pulling; rarely lifting items above twenty-five pounds. Physical actions may include climbing, balancing, stooping, kneeling, crouching, crawling, bending at the waist and reaching to retrieve teacher materials. The job requires regular walking and standing and potential sitting. The job is performed regularly indoors with occasional exposure to seasonal temperatures and natural elements; subject to moderate to loud student, campus and environment noise; subject to frequent interruptions and contact with employees and students; regular use of computer keyboard, mouse and other basic technological devices. This position is not eligible for remote work.



EMPLOYMENT TERMS

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniformed services member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered at will. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Eligibility for benefits starts the first of the month 60 days after date of employment for all new full time employees. Available benefits include: medical, dental, vision, and retirement (State Teachers Retirement System or Public Employees Retirement System). The school will provide a match on all employee contributions into the STRS or PERS program based on the current contribution rates established by California budget legislation.

Exempt employees are expected to attend all professional obligations, whether or not performed within the normal business day. For more details, see the Employee Handbook.

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charters, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.



Accountability: Director of Special Education

Job Classification: Exempt

Salary: This position is subject to the salary schedule

Last Revised: 03/02/2022



2022-2023 Salary Schedule

STEP	A	B	C	D	E
1	64,480	64,480	68,480	68,480	78,480
2	64,980	65,480	68,980	69,480	79,480
3	65,480	66,480	69,480	70,480	80,480
4	65,980	67,480	69,980	71,480	81,480
5	66,480	68,480	70,480	72,480	82,480
6	66,980	69,480	70,980	73,480	83,480
7	67,480	70,480	71,480	74,480	84,480
8	67,980	71,480	71,980	75,480	85,480
9	68,480	72,480	72,480	76,480	86,480
10	68,980	73,480	72,980	77,480	87,480
11	69,980	74,980	73,980	78,980	88,980
12	70,980	76,480	74,980	80,480	90,480
13	71,980	77,980	75,980	81,980	91,980
14	72,980	79,480	76,980	83,480	93,480
15	73,980	80,980	77,980	84,980	94,980
16	74,980	82,480	78,980	86,480	96,480
17	75,980	83,980	79,980	87,980	97,980
18	76,980	85,480	80,980	89,480	99,480
19	77,980	86,980	81,980	90,980	100,980
20	78,980	88,480	82,980	92,480	102,480
21	79,730	89,480	83,730	93,480	103,480
22	80,480	90,480	84,480	94,480	104,480
23	81,230	91,480	85,230	95,480	105,480
24	81,980	92,480	85,980	96,480	106,480



THE CLASSICAL
ACADEMIES

25	82,730	93,480	86,730	97,480	107,480
26	83,480	94,480	87,480	98,480	108,480
27	84,230	95,480	88,230	99,480	109,480
28	84,980	96,480	88,980	100,480	110,480
29	85,730	97,480	89,730	101,480	111,480
30	86,480	98,480	90,480	102,480	112,480
	A	B	C	D	E

- To be implemented the 2022-2023 school year
- Masters and Doctorate stipends (\$3000) available for column “E” only
- Board approved budget May 2022; information subject to change

Column guidelines:

A: General Education teachers, SpEd Interns, SPLAs, COTAs

B: General Education teachers with MA or 45+ units

C: Special Education teachers, Counselors

D: Special Education teachers with MA or 45+ units, Counselors with MA or 45+ units

E: School Psychologists, Occupational Therapists, Speech Language Pathologists, CAD Coordinators

Last updated: 7/19/22