



JOB DESCRIPTION

Specialized Academic Instructor (SAI)

Special Education Teacher

Long Term Substitute

SUMMARY

The Long Term Specialized Academic Instructor (SAI) Substitute 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, uniform service 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.

Being part time, this position is not eligible for benefits. However, it may still qualify for retirement contribution (State Teachers Retirement System or Public Employees Retirement System).

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 charter schools, 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: Non-Exempt

Hourly Rate: \$25/hr

Last Revised: 05/11/2022