

JOB DESCRIPTION

TITLE:	Adult Transition Teacher, Students with Moderate to Severe Disabilities	REPORTS TO:	Director of Special Education
DEPARTMENT:	Special Education Resource Center	CLASSIFICATION:	Certificated
WORK YEAR;	186/184 Days	SALARY:	Regular Teacher Salary plus Special Education Stipend

JOB SUMMARY:

Under the direction of the supervisor, provide specialized academic instruction and learning for students who have an IEP; with a variety moderate to severe disabilities, 18 to 22 years of age; oversee support services to students; direct the work of instructional assistants and volunteers in the classroom; perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Performs assessment duties as required. Understands and is able to administer state standardized tests, teacher-made tests, and individual and group administered academic tests.
- Utilize assessment results from psychological reports, academic reports and other related service provider reports to develop legally defensible, draft Individual Education Programs (IEPs) to be reviewed and modified as appropriate by the IEP team of which the Adult Transition teacher is also a member.
- Complete IEPs using the District approved forms and protocols.
- Schedule IEP meetings and confirm that all required IEP team members will participate.
- Establish appropriate goals and objectives for each student with consideration of the physical, emotional and intellectual needs of each student.
- Implement an appropriate program of individualized, functional skills instruction, utilizing district-adopted curriculum for students with severe disabilities, developing and implementing accommodations and research-based instructional strategies.
- Adapt methods, devices, and materials so students understand subject matter.
- Develop and implement a system of continuous evaluation of each student's progress.
- Provide and maintain an appropriate physical and psychological classroom environment.
- Write and implement effective behavior plans which develop acceptable pupil behavior, attitudes, and social and daily living skills. Participate in manifestation determinations as necessary.
- Confer, collaborate, and coordinate with other professional staff members such as: physician, nurse, therapists, and psychologist, to support each students' individual programs.
- Implement each student's IEP, as written, and keep accurate records of individual student's progress.
- Direct the work of instructional assistants and volunteers.
- Provide input into the evaluation of instructional assistants.
- Reports incidents (i.e. fights, suspected child abuse or substance abuse, etc.) for the purpose of maintaining personal safety for students.

Certificated Job Description

Adult Transition Teacher

Page 2

- Participation in professional development activities and implement strategies as appropriate to meet pupil needs.
- Keep accurate class records, including attendance records, lesson plans and complete necessary reports, including IEPs, in a timely manner.
- Provide adequate information for substitutes
- Attend scheduled staff meetings; schedule and attend IEP meetings
- Interact with, escort, and monitor students during community based activities, physical education and other recreational activities
- Assist students with personal care and physical problems when teacher attention is required
- Work closely with site principal and other site and district administrators on students' physical and educational needs
- Provide follow up with school personnel to discuss the progress of each student.
- Develop and implements learning modules which facilitate the generalization of transition goals.
- Seek and provide resources to students regarding post-secondary options and adult services.

OTHER DUTIES

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Current teaching methods and techniques, especially for students with severe disabilities.
- Learning theories, assessment practices, and current research regarding students with disabilities.
- Policies and procedures pertaining to IEPs.
- Behavior intervention theories and techniques.
- Core, and alternative, curriculum and strategies for implementing curriculum
- Current laws and regulations pertaining to students with disabilities.
- First Aid and CPR.
- Research methods and report writing techniques.
- Issues related to adult transition.

ABILITY TO:

- Utilize interpersonal skills including tact, patience, and courtesy to establish and maintain professional relationships with students, parents, and school/district staff.
- Establish effective rapport with students.
- Communicate effectively, both orally and in writing, ideas, thoughts, lesson material and instructions to students, parents, staff, and community.
- Plan, organize, and implement IEPs.
- Organize instruction based on individual and group needs.
- Direct the work of instructional assistants and volunteers.
- Collaborate effectively with a wide variety of professional staff.
- Monitor students' physical, emotional, and educational needs during school hours.

Certificated Job Description

Adult Transition Teacher

Page 3

- Maintain suitable learning environment including appropriate planning and organization of classroom and materials.
- Manage and prioritize multiple activities with accuracy and in a timely fashion.
- Operate a computer and standard office equipment.

MINIMUM QUALIFICATIONS:

- California credential authorizing instruction for students with moderate to severe disabilities
- English Learner authorization (e.g. CLAD, CTEL, etc.)
- Possess or be eligible for NCLB Highly Qualified Teacher Certificate of Competency
- Autism Authorization Certification
- NCPI Trained and/or willingness to attend training

12/16/13