

HOWARD GARDNER COMMUNITY SCHOOL

A NON-PROFIT PUBLIC BENEFIT CORPORATION AND CHARTER SCHOOL

**SPECIALIZED ACADEMIC INSTRUCTOR JOB DESCRIPTION**

**Role Definition:**

**JOB SUMMARY:** Under the supervision of the site administrator at Howard Gardner Community School provides an educational program for pupils in grades K, 1, 2, 3, 4, 5, 6, 7, 8 or a combination thereof, and assists in other school programs as assigned. Creates a flexible elementary and/or middle grade program and a class environment favorable to learning and personal growth. Establishes effective rapport with pupils' to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability and to meet the California State Standards. Establishes good relationships with parents and other staff members. Supervises instructional aides, student teachers, and parent volunteers when applicable. The Specialized Academic Instructor provides assessment and instructional services, consultation, coordination, planning, curricular resources, evaluation, and remediation for students.

**ESSENTIAL JOB FUNCTIONS:**

- Teach language arts, social studies, mathematics, science, art, health, physical education, music, and other appropriate learning activities to students in a classroom according to curriculum goals specified by Howard Gardner Community Charter.
- Instruct students in citizenship, basic communication skills, and other elements of the course of study specified by Howard Gardner Community Charter School.
- Develop lesson plans, instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
- Communicate with parents through a variety of means.
- Hold parent conferences when needed to discuss the individual student's progress and interpret the school program.
- Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintain professional competence through participation in in-service education activities provided by Howard Gardner Community School.
- Perform basic attendance accounting and business services as required.
- Administer standardized tests and other School-selected tests.

- Collaborates with other faculty in delivery of appropriate instructional approaches, working to serve the various learning needs of HGCS students.
  - Implements curriculum and instruction in a manner consistent with Howard Gardner Community School's Mission Statement, including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning.
  - Shows empathy and understanding of students.
  - Develops a mutually respectful and cooperative partnership with parents and students.
  - Assesses student performance frequently and objectively.
  - Encourages parents to be contributors to their students' education.
  - Accountable for student performance toward identified standards.
  - Collaborates as an internal and external member of the team within school projects and other projects involving experts from the surrounding community including but not limited to the design of projects, future curriculum and student outcomes and objectives.
  - Maintains documentation of their efforts to create consistent and meaningful communication with parents.
  - Establishes a coherent plan for classroom discipline and keeps clear and specific documentation of all intervention taken to correct student behavior before referring a student out of class.
  - Maintain records for attendance, submits completed report cards on time, and completes school-wide assessments on time.
  - Participates in all school community professional development as well as individual professional development in areas identified through evaluations.
  - May provide leadership to before and after school activities, act as the teacher liaison to select committees, and/or participate in the open enrollment process.
  - Follows policies established by Howard Gardner Community School's Board of Directors, and District and State mandated school guidelines.
  - Supervises breakfast/lunch/nutrition break and pick up/drop-off as necessary.
  - Other duties as assigned, including evening events at school site.
- Teaches students with disabilities in special education resource specialist program in accordance with individual IEP and individual abilities.
  - Uses teaching materials and research-based practices that are in alignment with HGCS core curriculum and state standards. Supports students so they can develop their maximum amount of self-reliance and functional independence.
  - Prepares IEPs and determines goals in alignment with state standards and HGCS adopted core curriculum.
  - Maintains progress records aligned to IEP goals and uses data collection to support appropriate research-based instruction, informs instructional decisions, demonstrates student progress toward goal achievement, and modifies goals as necessary.
  - Periodically, no less than annually, updates academic assessments and reviews progress with each student, his/her parents, and regular teacher.
  - Provides direct instruction at least 80 percent of the time and services for students whose needs were identified in a written IEP developed by the IEP team and who are assigned to general education classroom teachers for a majority of a school day.
  - Provides information and assistance to students with exceptional needs and their parents.

- Utilizes assessment results in developing IEP goals and objectives to accommodate the wide variety of individual needs of each student.
- Identifies and utilizes special materials and teaching strategies pertinent to individual student and staff needs.
- Collaborates in the development and implementation of behavior management techniques as appropriate.
- Coordinates IEP of students with special needs with general education program and school staff.
- Demonstrates teaching and classroom management strategies that are considered appropriate and effective in meeting the needs of each student in both academic and nonacademic areas.
- Maintains and completes records, individual data, reports, etc., that may be required by the District, state, and/or federal policies or regulations.

Serves as a member or case manager of the IEP team as a consultant or in an advisory role in the general education Student Study Team (SST) process.

- Serve as a member or case manager of the IEP team; may schedule SST meetings and maintain SST log; may participate in the SST process as a consultant or in an advisory role.
- May provide consultation and/or inservice to school staff and parents which relates to student assessment and specialized instruction.
- Communicates effectively and works cooperatively with all other school District personnel, parents, and other agencies for the best interests of each student.
- Updates knowledge and expertise by attending meetings, inservice programs, and conferences.
- Maintains and enhances professional competence through participation in professional organizations and other activities on a voluntary or assigned basis, with no expense to the employee.

**Primary Requirements:**

- Bachelor's Degree
- State teaching credential or at a minimum, the CBEST.
- Experience in classroom or tutoring children.
- Excellent student interaction skills in small group and 1-1 settings
- Positive background check
- Education Specialist Credential

I have read this job description and I completely understand all my job duties and responsibilities. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. Furthermore, I understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job

description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

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Employee’s Signature Date

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Employee’s Name (please print)