

**CHUALAR UNION SCHOOL DISTRICT  
SPECIAL EDUCATION TEACHER  
JOB DESCRIPTION**

Title: Special Education Teacher  
Reports to: Superintendent/Principal  
Classification: Certificated

**Job Responsibilities**

Under supervision of the site administrator, the teacher is responsible for providing a sound educational program utilizing the most effective instructional and motivational techniques to carry out the District's mission and curriculum. Teachers are expected to aspire to excellence in all areas specified by the California Standards for the Teaching Profession. The teacher must maintain a safe, caring, student-centered environment that promotes high academic and ethical standards.

**Duties and responsibilities may include, but are not limited to:**

Subject Area

- Provide instruction in classroom, individual, and small group settings for students, aligned with each student's IEP; implement goals, objectives, accommodations and modifications of each student's IEP.
- Instruct students in citizenship, communication skills, and other general elements of the course of student specified in state law and District procedures.
- Monitor, evaluate, and report on progress and behavior of students.
- Receive and respond to referrals from faculty, psychologists, parents, administrators, physicians, and others; provide screening and academic assessments; prepare assessment reports; interpret results for IEP team members.
- Provide an appropriate environment to establish and reinforce acceptable pupil behavior, attitudes, social skills, and self-image.
- Write behavior support plans.
- Track attendance.

Case Management

- Provide case management for special education students and collaborate with support staff and agency personnel in implement each student's program.
- Develop students' IEPs through appropriate use of the IEP team process, using information provided by parents, other staff, assessments, and other relevant data.
- Attend and participate in IEP team meetings.
- Collaborate with general education teachers for students who are or may be integrated in general education classes.
- Develop assessment plans in response to referrals, and ensure that assessments are timely and properly completed.

- Refer students for assessment when appropriate.
- Monitor and ensure compliance with special education timelines, such as those for IEPs, assessments, and progress reports.
- Coordinate between various agencies serving students, such as SELPA, County Office of Education, and regional center to ensure that students' special education needs are being met in accordance with the law.
- Ensure that infants who qualify for special education are evaluated and an IEP is developed in accordance with the law, to enable the District to begin serving such students upon their third birthday.
- Monitor and coordinate with preschool programs, such as Head Start, providing services to District students 3 years and older, to ensure compliance with special education requirements.

### Relationships

- Whenever agreed upon with the Superintendent/Principal, the Special Education Teacher will provide a staff meeting to the Special Education Staff once a month during a minimum day.
- Create and maintain an active, responsive climate for learning, through positive teacher-student rapport, and help students to develop a positive self-image.
- Assist general education teachers with students (special education or not) who have medical, academic, speech, or behavioral concerns.
- Provide support to preschool programs serving District special education students, such as Head Start.
- Provide training to staff regarding IEPs, goals, student study teams, RTI, and other relevant topics.
- Establish good relationships through participation in faculty committees and meetings.
- Assist District administration in special education-related activities, such as preparation of audit materials, responding to compliance investigations, and monitoring billing from other agencies.
- Upon the request of administration, attend SELPA meetings.
- Communicate promptly and effectively with parents.
- Hold parent conferences to discuss student progress.
- Present a positive teacher image to the community.

### Professional Attitude, Responsibility, and Participation

- Regularly participate in trainings to maintain professional competence.
- Participate in professional organizations.
- Maintain knowledge of applicable special education laws, policies, and procedures.
- Adhere to the schedules, policies, and procedures established by the District.

### **Required Education and Authorization**

Bachelor's degree and valid California teaching credential authorizing instruction in the areas of District need.

### **Physical Requirements**

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. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Sitting.
- Using hands and fingers to handle and feel objects.
- Talking and listening.
- Standing, bending, walking, and reaching.
- Using a personal computer.
- Hearing and attending to face-to-face and telephone conversations in occasionally noisy environments.
- Occasionally lifting and moving up to 20 pounds.
- Using adequate close vision, distance vision, color vision, depth perception, and ability to adjust focus.