SPECIAL EDUCATION TEACHER

Job Summary
A Special Education Teacher provides education instruction and support services to students with disabilities. This teacher is responsible for implementing curriculum and an instructional program to address the Individualized Education Program (IEP) goals of the students to include improving success in academic, social and behavioral areas. This position may be itinerant or classroom based.

Essential Functions and Responsibilities
- Provide instruction to individuals and groups of students
- Administer and interpret student evaluations
- Prepare written reports as required
- Conduct IEP meetings within mandated timelines
- Provide accommodations and/or modifications to learners with disabilities for assignments and testing as determined by the IEP team
- Develop and maintain positive working relationships with parents, guardians and significant others
- Meet with parents on a regular basis to review student progress and work on individual education related needs
- Work closely with other members of the program staff to develop and maintain curriculum and standards
- Participate in team meetings as necessary to improve the opportunity for success of the students
- Coordinate transition plans for students moving to other environments
- Work cooperatively with the student’s district of residence and/or outside agencies providing services to the student and family
- Participate in professional growth activities such as conferences, classes, staff development and visitations
- Provide training, direction and supervision for assigned ancillary staff
- Make or recommend appropriate modifications to make the classroom environment more appropriate to address individual student needs
- Requisition materials and supplies in a timely manner
- Maintain attendance accounting, submitting this and other reports in a timely fashion
- Instruct students and significant adults in the use of technological aids appropriate to the student’s disability
- Comply with rules and regulations set forth in the California Education Code, Title V, Procedures and Policies of Nevada County Special Education Services and policies of the local school districts as assigned
- Provide instruction and services as indicated on individual education plans for assigned pupils
- Perform related duties as assigned

Desirable Qualifications
Knowledge of:
- Subject areas, state curriculum standards and current instructional methodologies and techniques associated with instruction of students with disabilities
- Individuals with exceptional needs
- Applicable laws, codes, regulation, policies and procedures
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Ability to:
- Utilize technology
- Manage a countywide program in collaboration with teachers, itinerant staff, district staff and other special service providers for students
- Teach students of a wide variety of levels and grade ranges
- Coordinate and implement various student and family services
- Work effectively with parents, community and education colleagues in and outside the program
- Function as a positive, contributing member of an educational team
- Assist in the management of student behavior for the purpose of providing a safe and optimal learning environment
- Communicate effectively both orally and in writing
- Prioritize and schedule work
- Maintain records and prepare reports
- Operate standard office equipment including a computer and assigned software

Working Conditions

Environment:
- Indoor work environment, possibly some outdoor activities
- Driving a vehicle to conduct work

Physical Demands:
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, at normal room levels, and in workshop and training sessions.
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person, on the telephone and presenting at workshops and trainings.
- Manual dexterity to operate a telephone, computer, copier, calculator and other commonly used office equipment.
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds
- Facility to drive a vehicle

Education and Experience

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:
- Current valid California Special Education Teaching Credential authorizing instruction for students with mild to moderate disabilities or moderate to severe disabilities and authorizing instruction of students with autism spectrum disorder.
  - Classroom assignment will determine type of credential required.
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- CLAD or EL Authorization
- Two (2) years experience working in school settings with exceptional needs students

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must hold a valid California Driver’s License
Must provide proof of automobile insurance coverage
Fingerprint and Background clearance
Pre-Employment Physical
Valid Tuberculosis (TB) test

FLSA Status: Exempt
Employee Group: Certificated, NCSEG Bargaining Unit

For Office Use Only:
At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

________________________________________   __________________
Employee Signature                       Date

Created: September 2012
Revised: March 2019