



3300 East Palmdale Blvd.
Palmdale, CA 93550
(661) 273-3680
www.tpa.org

Special Education Teacher: Elementary, Middle, and High School

Classification:

Certificated Exempt

Salary Grade:

Starting \$67,345
Intern Starting \$62,400

Workdays:

190

Reports to:

Director of Special Education and Student Services

Job Description:

The Special Education Teacher is responsible for the case management of students with special needs. This includes but is not limited to: assessing, creating, and monitoring individualized education plans (IEPs) for students who are eligible for the Special Education Program. The Special Education Teacher will also serve as both teacher and advocate, ensuring that their students can access the curriculum and foster student success. This role may serve in grade levels TK-12.

Essential Functions:

Additional duties will incorporate general support to the Special Education Department, and a variety of job functions that include **but are not limited** to:

Direct Instruction:

- Provide direct instruction in the academic areas to Special Education pupils on a small group basis.
- Provides information and assistance to individuals with exceptional needs and their parents.
- Monitor pupil progress on a regular basis, participating in the review and revision of the instructionalized education programs, as appropriate; refers pupils who do not demonstrate appropriate progress to the individualized education program team.
- Evaluate student growth in academic achievement, self-concept, and social skills.
- Provide emphasis at the secondary school level on academic achievement, meeting proficiency standards, career and vocational development, and preparation for adult life.

Consulting Services:

Provides consultation services as follows:

- Identification and assessment of behavior patterns in pupils; utilization of evaluation data to assist in instruction and curriculum; application of effective classroom management techniques; identification of resources appropriate to individuals with exceptional needs to regular staff members, parents, and guardians; development of pre-vocational and/or vocational plans for transition services for individuals with exceptional needs

Coordination:

- Assist in referral and assessment procedures.
- Assist in the coordination and facilitation of IEP meetings.

- Coordinates instructional planning (i.e., the development and implementation of individualized educational programs for individuals with exceptional needs.
- Coordinate the implementation of special education services provided individuals with exceptional needs.
- Coordinate the collection of relevant information for those students referred to the individualized education program; which includes but is not limited to: organization and distribution of special education media and materials for resources in regular classrooms; coordinate follow-up activities to insure service delivery to all individuals with exceptional needs.

Interpretation and Implementation of Laws, Regulations, and Other Compliance Requirements:

- Special Education Teacher is responsible for scheduling and monitors referral procedures in accordance with legal requirements.
- Monitor the development of individualized educational programs and conduct review meetings in accordance with legal requirements.
- Develop IEP goals, services, and appropriate accommodations with knowledge of laws and regulations to maintain confidentiality within implementation.
- Process information leading to approval of services by child, parent, or guardian.
- Provide leadership for ensuring full compliance with legal requirements.
- Provide parents with basic counsel information as to how to effective utilization of community resources.
- Staff Development: (1) assists in planning parent education workshops; (2) attends special education in-service training as required and participates in providing in-service education for regular school staff.
- Maintain strict confidentiality of all shared verbal and written information gathered.
- Other duties as assigned.

Professional Requirements:

- Complete annual training requirements.
- Maintain confidentiality at all times.
- Work with a diversity of individuals and/or groups.
- Report to work on time and as scheduled.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Attend regular staff meetings.
- Flexibility is required to work with others in a wide variety of circumstances.

Education and Experience:

- Bachelor's Degree from an accredited college or university
- Education Specialist Instruction credential with Mild/Moderate authorization
- CLAD/ BCLAD/English Learner (EL) Certification OR the commitment to obtain certification within two (2) years of hire date required
- A minimum of one year's experience working with students in a special education environment

Knowledge, Skills, and Abilities:

- Familiarity with components of the IEP process, laws and regulations
- Ability to work as a member of a multi-disciplinary student support team
- Ability to take direction and work independently
- A wide-range of effective teaching strategies and student assessment tools to ensure student learning and student goal achievement; ability to use data to drive teaching and ensure continuous improvement of student learning
- Working knowledge of technology and computer software applications relative to instruction,

- assessment and teacher recordkeeping
- Federal, state and local laws, policies and procedures related to duties as a special education teacher
- Perform problem-solving tasks requiring independent judgment
- Correct English usage, grammar and spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience, diligence and courtesy
- Work in multi-ethnic community and be sensitive to those with culturally diverse backgrounds
- Strong oral and written communication skills
- Ability to actively participate in and contribute to department teams
- Perform duties effectively and in a timely manner with many demands
- Establish and maintain effective working relationships with staff, students, parents and community members

Physical Requirements and Environmental Conditions:

The physical abilities described below are those that must be met by an employee to successfully carry out the essential functions of the position.

- Work in varying degrees of temperature (heated or air conditioned).
- Position requires frequent use of standard office equipment such as computers/laptops, phones, photocopiers, fax machines and filing cabinets.
- Position requires light to moderate work with twenty-five (25) pounds maximum weight to lift and carry.
- Position requires mental ability to teach skills.
- Position requires to sit, stand and/or walk for extended periods of time to monitor student progress.
- Position requires reaching, bending, stooping and handling objects with hands and/or fingers, talking and/or hearing and seeing.
- Position requires abilities to see and read printed matter with or without vision aides.
- Position requires ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

Work Environment:

This position primarily works in a classroom environment and subject to frequent interruptions.

Position Type/Expected Hours of Work:

Employee must be available during the “core” school hours for the assigned school site and must work scheduled hours for the designated school year. Work is generally performed during regular work hours, but may require extended and/or weekend hours for urgent issues or to meet established timeframes.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Join Our Team:

- ✚ Salary scale ranges based on education and experience
- ✚ Comprehensive medical, vision, and dental for employee and eligible dependents
- ✚ STRS Retirement Plan participation