



## Substitute Moderate/Severe Special Education Teacher

### *Job Description*

<b>Reports To:</b>	Program Specialist ( <i>or designee</i> )
<b>FLSA Status:</b>	Exempt - <i>Part-time or non-credentialed substitutes may be non-exempt</i>
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	\$20.00/per student per day
<b>Work Schedule:</b>	Based on the assigned
<b>Location:</b>	Remote Office

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**Position Summary:** *The substitute teacher temporarily supports and guides students in meeting their educational goals and ensuring they are successful. Required duties include completion of all required paperwork as outlined below. Substitute teachers are expected to uphold the school's mission and shared values, philosophy, policies and procedures.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **Professional Support:**

The substitute teacher must meet with assigned students and parents to support the student's academic needs and to facilitate adequate progress to the common core state standards. This includes completing all educational and administrative duties, paperwork, and other tasks as needed to achieve this goal. Professional support is not limited to the school calendar days.

#### **Substitute Moderate/Severe Teacher responsibilities:**

- Case manages students with individualized education plans (IEPs)
- Conducts educational assessments related to students' access to the academic core curriculum and progress towards meeting instructional academic goals
- Provides instruction and special education support to individuals with moderate to severe disabilities, other health impairments, emotional disturbance, and authorizes service in grades TK–12 and in classes organized primarily for adults through age 22 across a continuum of program options available.
- Writes IEPs
- Schedules and leads IEP meetings
- Consults with various school team members, parents, outside service providers; coordinates IEP services as needed
- Develops positive relationships and rapport with all staff members
- Plans programs, coordinates curricular resources, and evaluates effectiveness of programs for individuals with exceptional needs
- Participates in staff and program development related to the special methods and approaches of providing special education services

- Develops relationships and networks to build a strong pool of community providers in their geographic area
- Provides direct oversight for paraprofessionals serving moderate/severe students as the credentialed teacher
- Ability to service students in-home, if necessary

### **Other Duties**

- Proctoring duties as needed during the testing season
- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
- Services students during normal business hours unless prior approval has been extended by supervisor
- Documents and reports to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Performs other duties as assigned

## **QUALIFICATIONS GUIDE**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Experience:**

- Experience in a homeschool/independent study model highly desirable

### **Education:**

- Bachelor's degree required
- Possess a valid, current, and appropriate California teaching credential or 30-day emergency substitute permit is desired
  - Ability to obtain a substitute teaching permit will be considered. Must meet basic skills requirements. This may be met by CBEST test, qualifying SAT or ACT scores, or by coursework.

### **Other Qualifications:**

- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and human resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test or signed certificate of completion dated within the last 60 days (Ed. Code 49406 and AB 1667) upon employment and thereafter updated every four years.
- The employee is expected to acquire and maintain a working computer with an internet connection and a printer.
- Valid California Driver's License

**Knowledge:**

- Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software

**Skills:**

- Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Ability to transmit passion for learning to students and families
- Flexibility and adaptability
- Openness to differing views and objectives
- Willingness to research and become knowledgeable of curriculum and educational resources
- Ability to deliver information concerning curriculum, teaching, assessment, and learning to families
- Serve the student and parent's needs to the best of his/her ability without allowing his/her own convenience to interfere
- Growth Mindset

**Physical Demands:**

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 may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate

- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 200 miles in a day

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*