

# **Sacramento County Office of Education Job Description**

## **Classification Title: Special Education Teacher for Court Schools**

### **DEFINITION**

Under the supervision of the Principal, plans and provides instruction to individuals with exceptional needs in a community school setting. Performs related duties as required.

### **DIRECTLY RESPONSIBLE TO**

Principal Special Education Programs

### **SUPERVISION OVER**

Trains and assigns the work of instructional support staff and provides input into performance evaluation process.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Individualized Education Program Progress**

Conducts assessment/evaluation of student abilities and needs; attends and serves as a member of the Individual Education Plan (IEP) Team to determine eligibility of students for program; assists in the development of IEP instructional goals/objectives; assists in identifying other related services for the student; reassesses/evaluates student progress and submits reports in a timely manner to coincide with IEP review meetings.

#### **Instruction**

Establishes instructional/learning environment for students to reinforce appropriate pupil behavior; develops, adapts/modifies and sequences a variety of instructional activities to meet the students' individual goals/objectives which are based on the student's IEP; provides academic instruction to students based on state adopted K-8 curriculum or SCOE Board adopted 9-12 curriculum; monitors/charts behavioral and instructional progress for the students; establishes/maintains behavioral management system for students; establishes a varied environment which accommodates the differing ways that children learn; maintains records and reports regarding pupil progress in a timely manner.

May provide direct instruction to students in the areas of vocation and career development; communication skills; social and recreation/leisure skills; and transition to adult living.

#### **Interpersonal Relations/Communications**

Maintains cooperative working relationships with parents and through continuous collaboration with staff, other school district personnel and other community service agencies; maintains effective and timely written and oral communication with parents, staff, other school personnel, and community agencies; conducts yearly interviews with parents/care providers to obtain pertinent information in relation to student program planning; attends various school related meetings.

#### **Training/Consultation**

Provides parent education related to students' needs; trains paraprofessionals assigned to class, provides in-service training/consultation to staff, school district personnel, volunteers, and agency personnel; works with regular education staff to foster integration of special education students; participates in professional development activities.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California special education credential authorizing the teaching of students with disabilities designated as mild/moderate; appropriate certification for teaching English Language Learners;

evidence of compliance under No Child Left Behind (NCLB). Preference will be given to individuals with classroom experience in working directly with students exhibiting a variety of special education disabilities.

**Knowledge, Skills, and Abilities**

Knowledge of assessment methods, techniques and tools for special education students; knowledge and ability to apply principles and methods of developing an instructional and behavioral management system; knowledge and experience teaching academic subjects; ability to develop and implement daily instructional plans; skill and ability to assist students in developing age-appropriate social skills and behaviors relating to peers and adults; ability to design and implement an Individual Education Plan (IEP); deliver instruction using approved curriculum aligned with state standards; assess student performance and monitor progress; develop instructional materials and strategies appropriate to student needs; direct and collaborate with Para-educators; prepare reports (e.g. attendance records, student evaluations, credit and grading systems); maintain a classroom environment which is conducive to learning; perform related duties as assigned.

**Other Characteristics**

Possession of a valid California driver's license and be able to provide own transportation in conduct of work assignments (mileage reimbursed).

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