



## **JOB DESCRIPTION**

### **TEACHER- SPECIAL EDUCATION (RSP)**

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#### **DEFINITION:**

To provide an integrated educational program for students with disabilities which provides the assistance necessary to maintain their participation and progression in regular education. (Days- 185) (Salary- Commensurate with teacher salary schedule)

#### **ESSENTIAL DUTIES:**

1. Coordinate and participate in the identification, assessment and instructional planning process for students referred for special education services.
2. Teach students in an integrated program, providing standards-based instruction and accommodations as indicated in each pupil's IEP.
3. Provide ongoing assessment and facilitate the team process of setting standards-based student learner goals and objectives for each IEP.
4. Promote exemplary communication with other staff members, administrators, and parents by sharing teaching techniques and other information regarding Special Education.
5. Provide case management supervision and direction for children assigned to program, including planning and facilitating Individualized Education Program (IEP) meetings within the required timelines (ensuring notification to all parties).
6. Provide proper student management and a suitable learning environment that creates a positive atmosphere for the growth of the individual child, adhering to Behavior Support Plans when notified.
7. Develop and implement Transition Plans for students, with cooperation and input from the student, family, educational staff, and all outside agencies involved with the student.
8. Contribute to and implement new ideas, materials, and techniques suitable to group and individual needs which promote progression in standards and/or on IEP goals.
9. Participate in a Professional Learning Community (PLC) at the district and school site level.
10. Plan IEP's jointly with team members, keeping parents informed of progress at reporting periods and with comprehensive report of progress at the annual review.
11. Work closely and cooperatively with regular classroom teachers, the special education director, curriculum consultants, site administrator,

speech therapist, nurse, psychologist, and community agencies to help provide a complete program for the individual pupil, ensuring that all IEP team members are informed of their responsibilities, necessary accommodations/modifications, and IEP meetings.

12. Communicate with and supervise each aide under his/her direction regarding curriculum needs and other duties.
13. Be sensitive about confidential matters concerning children, parents, school, and working relationships, responding to those in a professional manner.
14. Make regular entries in anecdotal records on curriculum checklists, continuing case records, and other reports as required.
15. Adhere to schedules and duties assigned at school site.
16. Participate in scheduled professional development and take advantage of workshops, conferences, etc., to provide for professional growth.
17. Provide daily schedule and substitute plan, including notification of required accommodations/modifications and//or Behavior Support Plans.
18. Flexibly schedule IEP meetings with consideration of the parents' work schedules and staff schedules.

### **OTHER DUTIES:**

- Perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

### **Licenses, Certifications and other Requirements:**

- Valid California Teaching Credential

### **Knowledge of:**

- Instructional standards related to Math or English
- Current research into effective teaching and learning for students

### **Ability to:**

- Work as a team with school site staff, students and families.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.

- Plan and organize work.
- Conduct Individual Education Plan meetings

### **WORKING CONDITIONS:**

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.

- While performing the duties of this job, the employee regularly works inside. The position demands meeting deadlines with severe time constraints and frequently working irregular or extended hours. The employee is directly responsible for safety, well-being, and work output of staff.

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.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FTA Approved:** May 16, 2023

**Board Approved:** May 23, 2023