

## JOB DESCRIPTION

June 2015

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### **TEACHER, ORTHOPEDICALLY/OTHER HEALTH IMPAIRED PROGRAM**

#### **General Purpose:**

A Teacher, Orthopedically/Other Health Impaired Program is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Orthopedically/Other Health Impaired Program conducts the educational program for the students referred to and accepted into the Orthopedically/Other Health Impaired Program.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Provides services for students and acts as case manager for students enrolled in his/her case load which includes but is not limited to: prepares future Individualized Education Plan (IEP) forms utilizing web based IEP system; receives and distributes reports for service provider unable to attend IEP; notifies administrator and/or staff regarding student information or assessment plans; completes web based IEP paperwork within prescribed time period; and ensures delivery of a copy of the signed IEP to administrator.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Instructs students individually and in groups.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Works closely with other members of the program staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or outside agencies providing service to the student and family.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides instruction and services as indicated on IEP plans for assigned students.
- Provides training and direction for assigned ancillary staff.
- Modifies environment to accommodate for individual disabilities.
- Requisitions materials and supplies in a timely manner.
- Maintains attendance accounting.
- Maintains accurate reports, records and files on individual students.
- Instructs students and significant adults in the use of technological aids appropriate to the student's disability.
- Lifts, moves and properly positions students in wheelchairs, standers, and other devices.
- Selects and orders appropriate assessment tools, instructional materials and adaptive equipment.
- Supports the successful integration of the orthopedically handicapped students in the general education classroom, resource classroom or special day classroom and other school settings.

## TEACHER, ORTHOPEDICALLY/OTHER HEALTH IMPAIRED PROGRAM/PAGE 2

- Performs diagnostic and minor repairs of adaptive equipment at school sites.
- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies of the local district(s) as assigned.

### Minimum Qualifications:

#### Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### Education:

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

#### Experience:

- Professional training and paid or volunteer experience working with individuals with disabilities.

### Knowledge, Skills and Abilities:

- Knowledge of subject area and current instructional methodologies and techniques associated with the orthopedically or other health impaired child.
- Knowledge of core curricula and teaching methodologies currently in use by regular educators.
- Skills in administration, analysis, and interpretation of a variety of assessment measures.
- Ability to teach students of a wide variety of levels and age ranges.
- Ability to use and instruct others in use of technology appropriate to orthopedically impaired.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to function as a positive, contributing member of an educational team.

### Required Testing:

- None

### Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an appropriate California teaching credential authorizing specialized services to students who are orthopedically/other health impaired.

### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

### Work Environment:

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

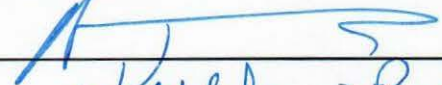
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

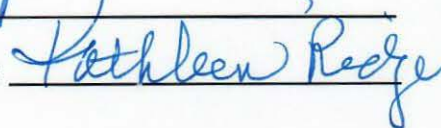
**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor:  Date: 6-25-15

Human Resources:  Date: 6/25/2015