

JOB DESCRIPTION

September 2011

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

TEACHER, SPECIAL EDUCATION AND AT-RISK STUDENTS

General Purpose:

A Teacher, Special Education and At-Risk Students is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Special Education and At-Risk Students is part of a professional learning team that provides high quality instructional programs to promote cognitive, academic, communication, language, behavioral, and social and emotional development. The Teacher, Special Education and At-Risk Students provides teaching and support to special education and at-risk students in non-traditional secondary school settings.

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

- 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; co-chairs each IEP following a prescribed format; 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.
- Reviews students' needs and differentiates instruction based on individualized student goals.
- Provides individualized, group and whole class instruction.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Meets with parents on a regular basis to review student progress and works on individual education-related and functional issues.
- Participates in transition plans for students moving to other environments.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Collaborates with a variety of individuals and agencies as it relates to student support.
- 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 (PCOE); and policies and procedures of the local district(s).
- Provides instruction and services as indicated on IEP's for assigned pupils.
- Prepares and delivers standards-based lessons in a multi-grade setting.
- Assesses student learning on a regular basis and modifies instruction to meet student academic needs.
- Differentiates instruction for students, while closing the gap between student performance and grade level standards.

TEACHER, SPECIAL EDUCATION AND AT-RISK STUDENTS/PAGE 2

- Develops goals and objectives for students enrolled in the program and monitors completion of these goals.
- Implements Positive Behavior Intervention and Support to maintain a structured, positive learning environment.
- Participates as part of a high performing collaborative team using student achievement data to improve student performance.
- Participates in lesson study with other teachers.
- Clearly presents learning outcomes to students and successful models of achievement.
- Adapts instructional strategies based on awareness of the effectiveness of each strategy with each group of students.
- Involves students in monitoring their own progress, provides multiple opportunities for students to demonstrate proficiency and assigns subject and course grades consistent with research-based practices that accelerate student learning.
- Works closely with partner schools to coordinate instructional programs and smooth transition of students between programs.
- Assists student track progress toward educational and work related goals.
- Maintains attendance records, pupil assessment records, transcripts, and other reports as required.
- Participates in school/program placement procedures for students.

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:

- Master's degree is preferred.

Experience:

- History of successful teaching at the Middle School or High School level is preferred.
- Experience working as part of a collaborative instructional team is preferred.
- Professional training and paid or volunteer experience with individuals with disabilities.

Knowledge, Skills and Abilities:

- Knowledge of Professional Learning Communities and Response to Intervention philosophies and practices.
- Knowledge of subject area and current instructional methodologies and techniques associated with students disabilities.
- Knowledge of California's K-12 Content Standards and expectations for student proficiency.
- Knowledge of effective instructional practice including strategies for active student engagement, differentiating instruction and formative, student-involved assessment.
- Skills and ability to analyze student assessment data, evaluate student needs; provide targeted instruction to meet student needs.
- Skills and ability to establish and maintain trusting relationships with students.
- Skills and ability to coordinate educational program with the Department of Health and Human Services and Probation.

TEACHER, SPECIAL EDUCATION AND AT-RISK STUDENTS/PAGE 3

- Skills and ability to conceptualize new ideas and approaches, and integrate them into a coherent program.
- Skills and ability to maintain and improve professional skills and knowledge.
- Ability to emotionally and physically manage assaultive behavior following training.
- Ability to adjust teaching strategies to meet the needs of the assigned age grouping.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to administer, analyze, and interpret a variety of assessment measures.
- 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 special education students.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching.
- Must possess authorization to teach English Language Learners.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, 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 stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer with or without reasonable accommodation.
- 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.

TEACHER, SPECIAL EDUCATION AND AT-RISK STUDENTS/PAGE 4

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: 

Date: 9/29/11

Human Resources: 

Date: 9/29/11