

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Special Education Teacher
Department: School Site
Reports To: Site Principal

FLSA: Exempt
Salary: Certificated Teacher
Salary Schedule

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

This teacher is responsible for classroom instruction in areas for which the teacher is credentialed and authorized to teach. The teacher assesses student needs in relation to curriculum objectives and applies a program consistent with identified student disabilities, learning needs, curriculum objectives, and instructional materials, using appropriate teaching strategies, and assessing student progress. Creates and manages a teaching environment conducive to student learning and communicates regularly with parents regarding student academic and social progress. Provides supervision of students during designated hours. Assists in planning and implementing parent involvement activities.

ESSENTIAL DUTIES

- Collaborate and consult with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes through planning core curriculum, class schedules, instructional accommodations and modifications and developing solutions.
- Serve as case manager and coordinate special education services with the regular school program for assigned special education pupils.
- Instruct students for the purpose of improving their success in academic, interpersonal and daily living skills through specified Individualized Education programs (IEP) goals
- Conduct assessment, both criterion referenced and standardized, as appropriate to the IEP.
- Monitor and report pupil academic and behavioral progress as related to the IEP.
- Develop Individualized Education Programs and provide instruction and services for pupils who are assigned to the special education program.
- Prepare teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Participate in the review and revision of individualized education programs of pupils (e.g. annuals, triennials, transitions).
- Participate in parent conferences, site and district meetings for the purpose of exchange of information
- Supervise student activities (e.g. classroom, ground, etc.) for the purpose of providing a safe and optimal learning environment.
- Develop and implement plans to reinforce acceptable pupil behavior and social skills
- Provide information, materials and assistance to pupils with exceptional needs, their parents, and school staff
- Maintain required records and complete reports for program in a timely manner and/or legally required time period.
- Assess student knowledge and skills through review of assessments and data.
- Assess specific student learning to be attained in relation to student learning needs and curriculum objectives.
- Develop and utilize written weekly plans as a basis of guiding daily instruction.
- Apply appropriate teaching strategies consistent with curriculum standards.
- Apply all aspects of the California Standard for the Teaching Profession.
- Develop and communicate to students and parents the expectations regarding student achievement and behavior.
- Make appropriate use of instructional time; maintain an appropriate learning environment and appropriate individual, class, and program records.
- Communicate regularly to parents regarding student progress, utilizing means such as parent-teacher conferences, telephone calls, and written documents.
- Listen to parent requests for information and assistance and respond through conferences, telephone conversations, and written communications.

- Encourage parents to provide in-home educational support.
- Improve teaching effectiveness by responding to performance evaluation recommendations and participating in required school and district sponsored in-service activities.
- Maintain standards of professionalism and abide by the tenets of the State of California “Code of Ethics of the Teaching Profession.”
- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in education. .
- Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, the Master Contract, and State regulations.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- District and State content standards for students
- Effective classroom management techniques.
- Curriculum, instruction, and assessment processes.
- Technology and computer software applications relative to instruction
- Knowledge of teaching methods, appropriate accommodations and instructional strategies to a variety of disabilities, especially for those students with more intensive needs,
- Relevant education code as applicable to special education
- California Standards for the Teaching Profession.

ABILITY TO:

- Stimulate and motivate students to learn.
- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public.
- Communicate effectively in the English language both orally and in writing.
- Meet schedules and time lines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use tact, patience, and courtesy when dealing with people.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

MINIMUM QUALIFICATIONS:

Bachelor’s Degree from an accredited college or university
 Passing score on CBEST, CSET or basic skills examinations from other states
 English Learner Authorization
 Appropriate California Teaching Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

WORKING CONDITIONS

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books or classroom equipment. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee may encounter, and include a noise level that is usually moderate to loud. The employee continuously interacts with the public and staff. Duties are performed indoors and outdoors

* Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.