



Special Education Teacher

Job Description

Reports To:	Special Education Program Specialist (<i>or designee</i>)
FLSA Status:	Exempt
School Classification:	Certificated
Pay Schedule:	Range 7
Work Schedule:	190 days/11 months
Location:	Onsite and Remote Office

Position Summary: *The special education teacher provides knowledge and expertise in a specialization within special education. School staff will rely on the special education teacher to provide consultation and educational services within the area of special education.*

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Case manages up to 28 students
2. Conducts educational assessments related to students' access to the academic core curriculum and progress towards meeting instructional academic goals
3. Provides instruction and special education support to individuals with disabilities including specific learning disabilities, mild to moderate intellectual disabilities, other health impairments, serious emotional disturbance, and authorizes service in grades TK–12 and in classes organized primarily for adults through age 22 across a continuum of program options available.
4. Writes individualized education plans (IEPs)
5. Schedules and leads IEP meetings
6. Consults with various school staff members, parents, outside service providers; coordinates IEP services as needed
7. Develops positive relationships and rapport with all staff members
8. Plans programs, coordinates curricular resources, and evaluates effectiveness of programs for individuals with exceptional needs
9. Participates in staff and program development related to the special methods and approaches of providing special education services
10. Develops relationships and networks to build a strong pool of community providers in their geographic area
11. Attends and actively participates in regional meetings

Other Duties

- Proctoring duties as needed during the testing season
- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours

- Services students during normal business hours unless prior approval has been extended by supervisor
- Documents and reports to the school's management all formal disciplinary actions involving students; supports management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Performs other duties as assigned

QUALIFICATIONS GUIDE

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.

Education:

- A valid, current, and appropriate California state Mild/Moderate Education Specialist credential for teaching staff. A copy of teaching credential to be provided and kept current.

Experience:

- Two years of successful teaching experience in special education preferred

Other Qualifications:

- As a public school, Sage Oak is required to follow regulations from the CDPH which may include required masking, testing, and, if mandated by the State, COVID-19 vaccinations. Requirements are subject to change based on current legislative, CDPH, and Cal/OSHA updates.
- State and federal background clearance (LiveScan) to work with students (Ed. Code 44237) No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance
- Proof of a clear TB test or completed tuberculosis risk assessment questionnaire and certificate of completion by a health care professional dated within the last 60 days (Ed. Code 49406 and AB 1667) upon employment and thereafter updated every four years
- Reside in the state of California
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations

Knowledge:

- Strong content and subject-matter knowledge
- Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software
- Standardized assessment tools for determining special education eligibility

Acquired Skills:

- Strong written and verbal communication skills
- Organization and time-management skills
- Excellent writing and grammar skills
- Proficiency in various word processing programs, Special Education Information System (SEIS) and experience using them in a professional capacity

Abilities:

- Possesses mature judgment
- Exercises initiative
- Is a team player
- Love of learning – a lifelong learner
- Ability to support and guide adults, as well as students
- Flexible schedule

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.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds
- Close vision and ability to adjust focus

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.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 200 miles in a day

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

