

Grass Valley School District

POSITION:	SPECIAL EDUCATION TEACHER
PLACEMENT:	CERTIFICATED SALARY SCHEDULE: 186 DAY EMPLOYEE
REPORTS TO:	SITE PRINCIPAL / DIRECTOR OF SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Site Principal, Vice Principal, or Director of Special Education, teachers in this position work with individuals who have physical disabilities, sensory impairments (i.e. hearing or visual), speech and language difficulties, learning disabilities, conditions such as autism, social, emotional and mental health needs, or have a combination of these difficulties, as well as significant behavioral challenges.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Design and implement curriculum and lesson plans based on state content and performance standards; provide for individualized and group instruction; schedule instructional periods; assess student progress; teach various subjects utilizing specialized software as necessary; maintain related records.
- Provide direct instruction in academic, career and vocational development to students requiring specialized academic instruction. Instruct students with special needs regarding individualized tasks to implement and achieve IEP goals.
- Schedule students for support to receive one-to-one or small group instruction.
- Provide instruction to special education students in one or more schools. Travel from school to school as required.
- Teach students with autism; monitor specific educational program for each student; familiarity with current practices in instructional methodology for children with autism.
- Participate in diagnostic activities with multi-disciplinary team; establish specialized program for each assigned child.
- Assess student's performance levels, using a variety of appropriate instruments, in cooperation with other specialists.
- Provide staff development and collaboration services to teachers and other staff.
- Participate as a member of multi-disciplinary IEP teams; attend IEP meetings; provide input to goals; conduct pre- and post-assessments and perform other data collection; prepare reports and maintain inter-agency and district contacts regarding IEP's.
- Perform specialized physical health care procedures as trained and assigned and in accordance with specialized training provided by a health specialist; as trained and qualified, operate and instruct students and staff in the use of various apparatus to assist in mobility and to lift and position students.
- Provide for the personal hygiene of students with special needs including toileting, diapering, feeding, and care giving.
- Teach self-help skills involving personal hygiene; teach recreational/leisure skills.
- Design and implement appropriate behavior management techniques for use in instructional and disciplinary purposes.
- Arrange with other teachers and monitor the integration of students in regular school classrooms.
- Interact with parents; conduct initial interviews and conferences with parents; discuss student progress with parents on an on-going basis.
- Administer and monitor state and local student assessments.
- Train and provide work direction and guidance to assigned assistants and specialists.
- Participate in a variety of special project teams and committees; participate in teacher and staff meetings and other in-service training programs.
- Prepare a variety of reports for parents, police, probation departments, community agencies, administration and others.
- Provide CPR and first aid as necessary.
- Perform other related duties as may be required or reasonably expected of a Special Education Teacher.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- California State Adopted Standards and assessment instruments.
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction for assigned program.
- Classroom procedures and appropriate student conduct.
- Child guidance principles and practices related to children and adult students with special education needs.
- Problems and concerns of students with special needs.
- Curriculum and lesson plan development to meet IEP or other educational goals.
- Equipment operation related to special education students.
- Terminology involved in special education or alternative education programs.
- Principles of training and providing work direction.
- Proper lifting techniques.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.

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- Basic computer operation.
- First aid and CPR.
- Basic IEP process.
- Behavior modification techniques.
- Student and parent rights with respect to alternative education and special education programs.

Ability To:

- Perform specialized procedures to assist high-risk students.
- Instruct special education or alternative education students in individualized tasks to achieve IEP goals.
- Understand and relate to children with special needs.
- Operate and demonstrate the use of laboratory materials and equipment.
- Monitor and evaluate student progress.
- Train and provide work direction to others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Interact effectively and sensitively with individuals from diverse backgrounds and demonstrate an understanding, patient and receptive attitude toward children.
- Maintain confidentiality of student information.
- Work independently with little direction.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: bachelor's degree and additional certification related to students served.

LICENSES AND OTHER REQUIREMENTS:

- Valid appropriate California Teaching Credential.
- Some positions within this classification may require specialized skills such as sign language or Braille.
- Some positions in this class may be itinerant and travel from site to site.
- Valid California driver's license.
- TB Test (Current within last 4 years).

WORK ENVIRONMENT:

- Employees in this position will be required to work indoors and outdoors in an alternative education, regular education, special education classroom environments, and community work environments school environment and come in direct contact with students, Grass Valley School District Staff, and the public.
- Driving a vehicle to conduct work.

SPECIAL EDUCATION TEACHER

Endurance

Sit	0-30 min.
Stand	0-5 min.
Walk	0-5 min.
Drive	0-30 min.
Keyboarding	0-5 min.

Minutes At One Time

Total Hours In An 8-Hour Day

3-5
0-2
3-5
0-2
1-4

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
LIFT						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
CARRY						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop					X	
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside			X			
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS:	Blood Borne Pathogens X					
Mechanical	Radiant		Explosive			
Burns	Electrical		Abusive Individuals X			

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American 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.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date