



## GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

“Preparing our students for *their* future”

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### SPECIAL EDUCATION TEACHER

#### DESCRIPTION

Under the direction of the school administrator and/or Special Education Department administrator, provides an instructional program in accordance with the requirements of approved District curriculum at a rate and level as prescribed by student goals and expectations.

#### ESSENTIAL FUNCTIONS

1. Serves as a teacher in one of the following areas of specialization that includes Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, providing an instructional program in accordance with District approved curriculum, at a rate and level as prescribed by student expectations, and goals and objectives as established by a student’s Individualized Education Plan (IEP).
2. Develops lesson plans that engage students in cognitively challenging work aligned to standards and IEP goals.
3. Utilizes data about individual student’s progress, strengths and needs in planning.
4. Identifies, selects, and modifies instructional resources to meet the needs of students from diverse backgrounds.
5. Evaluates student learning to determine progress, keeps appropriate records, and prepares progress reports.
6. Serving as a case manager for a group of students, initiates or participates in IEP meetings with administrators, faculty, parents, and others to create IEPs for eligible students. Uses our IEP information system to complete IEP documents ensures all portions for the document are appropriate to the student. Ensures that other members of the team complete their sections.
7. Utilizes District approved behavior strategies to implement the IEP goals and monitors student progress toward the achievement of those goals.
8. As the situation warrants, lifts, maneuvers, and positions students into and out of assistive and/or ambulatory devices to meet the requirements of the IEP.
9. As warranted, ensures that students’ basic needs are met, including feeding, cleaning, toileting, and diapering to meet the requirements of the IEP.
10. Creates and maintains the IEP records and other related documents for students served, referred, or assessed.
11. Provides differentiated instruction to modify and accommodate for English Learners.

12. Actively plans with colleagues and collaborates effectively with all stakeholders.
13. Creates a safe and supportive learning environment where students are encouraged to participate and share ideas.
14. Models respectful and polite interactions with all students.
15. Demonstrates use of a fair, firm and consistent classroom management system.
16. Provides clear behavior expectations for students and monitors student behavior throughout the school campus.
17. Provides ongoing communication with parents/guardians to create a partnership around student learning by providing information about the instructional program and the progress of their child/children
18. Maintains professional competence through staff development activities provided by the District, and self-selected professional growth activities.
19. Takes necessary and reasonable precautions to protect students, equipment, and materials.
20. Reflects on practice and student progress to inform future instructional strategies.
21. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of credential/s held.

## **QUALIFICATIONS**

### **Education**

An earned bachelor's degree from a regionally accredited college or university.

### **Credential**

1. A valid California Education Specialist Instruction Credential or equivalent, or combination of credentials authorizing service in the specific disability/ies of assigned students.
2. English Learner Authorization.

## **KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS**

1. Knowledge of the developmental needs of students, and the fundamental principles and accepted practices, trends, literature, and research in special education, including an understanding of appropriate behavior management strategies.
2. Knowledge of and ability to implement a cognitively challenging instructional program to assigned students.
3. Ability to differentiate instruction to meet the learning needs of all students.
4. Ability to plan, organize, prioritize, and manage time.
5. Knowledge of effective teaching strategies and classroom management.
6. Maintains a positive attitude towards students, learning, and teaching.
7. If appropriate, knowledge of effective methods for safely maneuvering, lifting, and/or transporting disabled or injured students.

8. If appropriate, ability to safely lift, maneuver, and position students, with or without aid, when feeding, mobilizing, cleaning, and/or toileting.
9. Ability to properly use and manipulate equipment designed to support and/or transport a disabled or injured student
10. Ability to observe and evaluate student activities.
11. Ability to cope with multiple tasks.
12. If necessary, ability to travel to other sites/locations.
13. Knowledge of, and ability to use, computer-based programs.
14. Ability to communicate effectively by providing clear, concise instruction using academic language.
15. Ability to listen without bias and provide appropriate feedback.
16. Ability to demonstrate proficiency in written and oral English.
17. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
18. Ability to work effectively with all racial, ethnic, linguistic, economic and disability groups.
19. Demonstrate understanding, patience and approachability toward students, parents and colleagues.

### **SUPERVISION**

Under the Supervision of the Site Administrator/Designee or Special Education Department Administrator/Designee

### **WORK YEAR**

186 days

### **SALARY SCHEDULE**

Per the Collective Bargaining Agreement between the Glendale Unified School District and the Glendale Teachers Association, this position aligns with salary schedule A or B, depending on the credential type, verifiable years of prior service, and educational history verified through an official transcript from an accredited university or college.

### **ADDITIONAL INFORMATION**

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

*STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:*

***Title IX Coordinator*** – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, [titleix@gusd.net](mailto:titleix@gusd.net)

***Section 504 Coordinator*** – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, [nkhemichian@gusd.net](mailto:nkhemichian@gusd.net)

***Title II/ADA:*** Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, [kking@gusd.net](mailto:kking@gusd.net)