



TITLE: **Teacher, Education Specialist (Extensive Support Needs)**
REPORTS TO: **Site Principal and/or Assistant Principal**
SUPERVISES: **Certificated Staff, Classified Staff, and Volunteers as necessary**

OVERVIEW:

The Education Specialist will serve as classroom teacher in both general education settings as a co-teacher and leading a Learning Center to support students with IEPs in the least restrictive environment. Case management, professionalism, communication, and ability to co-teach/collaborate with colleagues are cornerstones to this position. The FUTURES learning center teacher will coordinate with support staff, district behaviorist to support the learning, social-emotional, behavioral and educational needs of students with significant disabilities. The candidate should have a rich knowledge of best practices and evidenced based instruction and supporting students to develop resiliency, independence/self-advocacy, communication and self-regulation and vocational skills to be successful across multiple environments. The Futures Services prepare young people to live, work, plan and learn at school and in the community through meaningful community-based instruction and micro enterprises on campus. The Education Specialist will provide a warm and welcoming classroom environment to ensure students are safe and belong to the school/classroom community.

ESSENTIAL RESPONSIBILITIES: *(include but are not limited to the following)*

Engaging and Supporting All Students in Learning

The Education Specialist/teacher supports a learning center to provide resources/structures and behavioral supports to respond to student's diverse needs and promote a rich, robust, fun and exciting learning environment.

Case Management

Notification to parents and staff
Consistent communication with parents and staff
Monitor progress and address, as needed, problem areas (i.e. grades, attendance, behavior, academic skills) Implement all aspects of the individualized education program (IEP)
Communicate effectively with all members of the student's integrated team

Creating and Maintaining Effective Environments for Student Learning

The education specialist teacher provides for student management consistent with school/district and state/federal mandates. The specialized academic instruction teacher provides for the management of assigned programs.

Planning Instruction and Designing Learning Experiences for Students

The specialized academic instruction teacher plans for all services to be delivered, monitors and collaborates with GE teaching staff to build robust common core curriculum.

IEP Preparation

Prior notice to all team members
Gathering all relevant data
Complete required academic assessments
Prepare necessary written documentation including assessment reports, present levels of performance, drafts of goals, excusal form, etc.
Provide a warm and welcoming meeting structure

Assessing Student Learning

The education specialist teacher communicates with students, parents, staff and community in a professional and effective manner. The specialized academic instruction teacher assesses needs and provides indicated services within specified legal timelines.

Goals: IEP Meeting

Legal team assembled as noted on Notice of Meeting form

Goal updates completed and reviewed and attached

Present levels of academic achievement and functional performance addresses all relevant areas

Relationship between disability and supports needed in general education documented

Areas of need guide goal development

Need for accommodations and modifications documented and related to disability Parent input documented

IEP forms completely and accurately filled out and sent to district within one week of meeting, if not signed contact coordinator for next steps

IEP meeting planning, preparation, role clarity

Compliance

Meet legal timelines for annuals and triennials

Maintain data, communication and service logs

Developing as a Professional Educator

The education specialist teacher provides leadership in assigned areas of responsibility

The education specialist teacher develops and follows a plan for profession growth

The education specialist teacher is knowledgeable about and assumes responsibility for district and school regulations, policies and plans

Attends district staff development trainings Attends department/site staff meetings Other Duties

MINIMUM REQUIREMENTS:

- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Completion of a Bachelor's degree
- Legal authorization to work in the U.S
- Possession of a valid California Teaching Credential, in appropriate content area and with appropriate authorizations, as required by the California Education Code
- Valid appropriate Moderate to Severe California credential, required.
- Possession of an English Learner certificate (CLAD or BCLAD), as per by Board policy, may be required
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code

KNOWLEDGE, SKILLS, and ABILITIES: (include but are not limited to the following)

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated successful record of working with those who have learning or developmental disabilities; emotional, physical, or multiple handicaps; or those who are hearing or visually impaired
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills

- Knowledgeable about training in current approaches to teaching and structures for differentiated instruction
- Positive, successful record as an educator, in appropriate grade level or content area, preferred

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.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Employee will frequently work at a computer and travel to attend meetings.

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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. Work environment includes working directly with children. There are a number of activities and situations happening at once, and the employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time.