

Howell Mountain Elementary School District

JOB DESCRIPTION



ELEMENTARY SPECIAL EDUCATION TEACHER

(Certificated Service)

Position Summary:

The Elementary Special Education Teacher will instruct elementary aged children with a wide range of special needs from mild/moderate to intensive. The candidate will provide direct instruction and inclusion support for students with special needs.

Essential Functions:

- Teaches skills, knowledge, and a working understanding of the curriculum designated by Howell Mountain Elementary School District through a push-in, pull-out, or self-contained classroom environment.
- Implements a structured standards-based curriculum.
- Develops lesson plans and supplementary materials compatible with the school's basic instructional philosophy and congruent with course standards.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Howell Mountain Elementary School District.
- Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
- Works collaboratively with general education teachers.
- Modifies and adapts curriculum for special education students in general education classrooms.
- Generates IEP goals and objectives related to student needs with the help of the IEP team.
- Instructs to the goals and objectives of individual students.
- Collaborates with parents for at-home support and activities to reinforce classroom instruction, social skills, etc.
- Establishes and maintains standards of student behavior for a productive learning environment during class sessions and field trips.
- Develops and maintains positive parent involvement and communication.
- Supervises students in assigned out of classroom activities during the working day.
- Participates in faculty committees.
- Works collaboratively with the IEP team, including speech pathologists, occupational therapists, adaptive PE teachers, psychologists, parents, instructors, counselors, and instructional assistants
- Participates in the sponsorship of student activities.
- Administers testing in accordance with department/school testing practices.
- Models nondiscriminatory practices in all activities.
- Maintains professional competence by attending all staff development programs, faculty meetings, curriculum development meetings and other professional activities.
- Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
- Implements formal assessments to monitor and report on student progress.
- Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
- Performs any other related duties as assigned by the Principal or other appropriate administrator.
- Establishes a standard of classroom control that allows effective learning to take place.
- Promotes a classroom environment that is conducive to the growth of student responsibility and self-control.

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- Encourages an atmosphere that stimulates inquiry, self-expression, and individual growth.
- Identifies pupil needs and consults with other professional staff in assessing and helping pupils solve health, behavioral, and learning problems.
- Perform other duties as assigned

Education and Experience:

Knowledge of:

- General needs and behavior of elementary school children, including an understanding of appropriate behavior management techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- General purposes and goals of public education.
- Current best teaching practices
- Methods for effective cooperation with all stake holders, including interpersonal skills using tact, patience, and courtesy.
- California Education Code as it relates to special education students.
- Instructional and behavioral strategies such as PECS, TEACHH, and ABA
- Basic First Aid
- Familiar with the stages of child development

Ability to:

- Be a positive innovator with the ability to evolve the elementary program
- Establish and maintain effective relationships with children, parents, and school staff; communicate constructively.
- Be dependable and punctual.
- Demonstrate an understanding, patient, friendly, and receptive attitude toward students.
- Remain calm under stressful conditions.
- Write clear and concise reports
- Understand and follow oral and written instructions.
- Demonstrate proficiency in English, both orally and in writing; print and write legibly.
- Apply common sense understanding in carrying out instructions furnished in written, oral or diagram form; deal with problems using good judgment.
- Maintain cooperative working relationships with students, parents and the general public.
- Supervise instructional assistants, volunteers, tutors.

Skills and Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.
- Must possess a Bachelor's or Master's degree in education or a related field.
- Must possess a California Educational Specialist Teaching Credential authorizing the following: Mild/Moderate and Moderate/Severe.
- Desirable to be credentialed to serve Autistic students, such as an authorization to teach autism
- CLAD certification or equivalent is required.
- Must possess ability to communicate effectively verbally and in writing.
- Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Licenses and other requirements:

- Red Cross First Aid certificate, including CPR training is desirable.
- Attendance at District established training sessions is required.

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Physical Requirements:

- Visual ability to monitor student behavior during classroom activities
- Hearing and speaking to exchange information related to classroom assignments
- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.

Work Environment:**Environment:**

- Indoor and outdoor 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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision:

The Certificated Service is supervised by the site administrator.

Salary:

Certificated salary schedules are negotiated by the collective bargaining units.

BOARD APPROVED: March 5, 2014