



## **Job Description**

### **Special Education Teacher**

#### **Purpose Statement**

The job of Special Education Teacher was established for the purpose of developing, coordinating, and implementing the school's special education program to improve student academic success and socio-emotional development.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Plan, implement, monitor and evaluate Individual Education Plan (IEP) of each assigned student.
- Participate in appropriate IEP & 504 planning/meetings and other meetings as required.
- Perform educational assessments in accordance with California State Standards, school programs and IEP & 504 plan goals.
- Prepares appropriate lesson plans and objectives based upon individual student's IEP goals and grade level expectations.
- Develop, implement, monitor and revise behavior support plans as required by students for educational success.
- Prepare required student forms and maintain accurate student academic records, attendance records, and cumulative student progress and achievement records and reports.
- Inform parents of enrolled children concerning progress toward goals and encourage their participation in IEP meetings and parent conferences.
- Prepare reports as required by the state and lead education agency.
- Participate in all state/federal review processes as requested.
- Possess ability to read, understand, and carry out oral and written directions.
- Perform other duties similar to the above in scope and function as required.
- Train, supervise, and evaluate Special Education Instructional Aides and Behavior Intervention Aides as assigned.
- Implement all duties in compliance with all state and federal Special Education laws and mandates.

#### **Qualifications:**

- Skill to motivate special education students in one or more areas and to communicate with individuals from varied backgrounds.
- Knowledge of California State Standards, curriculum, education code and Special Education law.
- Ability to maintain effective and cooperative working relationships with students, parents, and school personnel.
- Ability to perform a variety of specialized and responsible tasks, maintain records, and meet schedule deadlines. Education and Experience:



**Requirements:**

- Bachelor's Degree with valid California Teaching and Special Education Credential.
- Three (3) years experience teaching at various grade levels and with learning disabled students.
- Knowledge of subject area and instructional methodologies and techniques.
- Excellent communication and interpersonal skills, experience working with multidisciplinary teams, bicultural, Spanish bilingual desired.
- Experience providing case management, facilitating support groups, and counseling in a school setting.
- Knowledge and experience with computers, including: word processing, databases, and Internet access.

**In addition to the qualifications noted above, staff will also be expected to:**

- Share the mission and vision of the Roses in Concrete Community School;
- Model the high standards and professionalism;
- Maintain loving, positive, and productive relationships with families, community, and colleagues;
- Demonstrate ability to collaborate in an effective and productive manner with all stakeholders;
- Model a strong work ethic;
- Be flexible and resilient;
- Be highly organized;
- Show a consistent commitment to continuous intellectual growth.

**Salary & Benefits**

The position offers competitive salary and benefits that are commensurate with experience.

**The Special Education Teacher will report to the Director of Special Education.**

*As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.*

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