



DEFINITION

Under the general supervision of the School Principal plans develops and assists in the implementation of student individualized educational programs (IEP); works with students in the classroom; administers and interprets diagnostic and standardized tests; and plans for special needs students in accordance with District goals and priorities.

REPRESENTATIVE DUTIES

Assists classroom teacher in the identification of children with learning difficulties: evaluates and maintains records of progress on individual children in accordance with their Individual Education Plan (IEP); develops and maintains a classroom environment conducive to effective learning; fosters good health and safety standards at all times; assumes responsibility for behavior of children in the total school environment as well as in the classroom

Uses a variety of instructional techniques and instructional media applicable to groups or individuals of varying abilities: works with small groups of children in the development of a systematic program of reading instruction, including basic skills of word recognition, comprehension, and vocabulary development; and math facts and computation; provides instruction in the use of oral language development

Makes effective daily and long-range plans and goals: prepares and submits reports and attendance records accurately and promptly; plans and evaluates classroom activities with total group and individual children; provides for continuous child self-evaluation consistent with educational objectives and District policy

Serves as a resource to teachers in recommending appropriate methods, techniques, materials, and equipment: assists teachers in the methods of informal observation of child behavior as a means of detecting learning problems; conducts demonstrations for teachers using a variety of instructional methods and techniques

Develop as a professional educator: reflect on teaching practices and participate in professional development; maintain study of current practices and research; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice

OTHER RESPONSIBILITIES

- Assists children in building appropriate self-help skills.
- Assists teachers in reporting student progress to parents.
- Works with the home to achieve improvement in each child's behavior and learning.
- Plans and coordinates the work of aides or other paraprofessionals.
- Collaborate with other professionals in the program as needed
- Exchange information and resolve issues as needed
- Assure student progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees

Individuals who hold this position may perform additional duties and additional duties may be assigned

KNOWLEDGE OF

- Applicable sections of the State Education Code and other Special Education laws
- Technical aspects of the educational resource field

- Curriculum for learning challenged and at-risk students
- Classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Administer and interpret diagnostic and standardized tests
- Communicate and coordinate activities with various personnel and with outside agencies
- Prioritize and schedule meetings and timelines
- Train and provide work direction to others
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher with an emphasis in Special Education or closely related field
- Valid California Teaching Credential with CLAD or BCLAD authorization
- California Credential/Clear Specialist Instructional/Learning Handicap
- Resource Specialist Certificate of Competence
- Valid California driver's license

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity

machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee may work at a single site and/or may travel in personal vehicle from site to site. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees