

**SPECIAL EDUCATION TEACHER**  
**Learning Handicapped**  
**Severely Handicapped**

**BASIC FUNCTION:**

Under the direction of the Director of Pupil Personnel Services and the site administrator, to provide an individualized education program for identified special education students which focuses on functional, academic, social and critical skill development. All students are mainstreamed to the maximum extent possible.

**ESSENTIAL JOB FUNCTIONS:**

Provide an individual education program for each student based on the student's IEP.

Modify core curriculum materials to insure that each student has full access to the range of subjects provided to other students at the same grade level.

Provide group, small group, and individual instruction to meet the student's identified needs.

Provide an appropriate classroom environment which will promote positive student behavior, attitudes, and social skills.

Provide appropriate materials/direction to the instructional aide to support student growth.

Test students and conduct parent interview prior to the IEP meeting to develop appropriate and accurate levels of student performance and tentative goals and objectives in preparation for the IEP meeting.

Communicate accomplishments and concerns with parents.

Participate in appropriate in-service programs at the site, within the district or the Special Education Local Plan Area (SELPA).

Attend and participate in faculty meetings/committees.

Follow district-approved curriculum.

Attend to the physical and social needs of the children.

**OTHER FUNCTIONS:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITY TO:**

Modify core curriculum materials to meet individual student needs.

Communicate effectively with students, staff and parents.

Provide supplemental materials when appropriate.

Maintain appropriate documentation.

Develop a positive classroom environment that promotes learning and fosters appropriate behavior.

Develop a comprehensive educational program that includes the goals and objectives identified on the IEP.

Develop and maintain open channels of communication between home and school.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

Ability to push, pull and transport instructional materials.

**CREDENTIAL:**

Must possess a valid California teaching credential authorizing service as a special education teacher.

Must possess an authorization to teach English language learners.

Must possess a valid California driver's license.