

Foresthill Union School District – Job Description

22888 Foresthill Road

Foresthill, CA 95631

Teacher – Special Day Class

Position Title: Special Day Class Teacher (Preschool or K-8)

Work Year: 186 Days

Responsible to and evaluated by: Special Education Director

Compensation: Placement on the teacher's salary schedule based on years of experience and graduate degrees.

Job Summary: Provides a functional educational program for students needing a sheltered environment for more than ½ a school day, encompassing basic learning skills, basic subject skills, social competencies, and emotional security and independence.

Major Duties and Responsibilities:

- Acts as case manager for students enrolled in his/her case load which includes but is not limited to: prepares future Individual Education Plan(IEP) forma utilizing web based IEP system; receives and distributes reports for services provider unable to attend IEP; notifies administrators and/or staff regarding student information or assessment plans; co-chairs each IEP following a prescribed format; completes web based IEP paperwork within prescribed time period; ensures delivery of a copy of the signed IEP to administer.
- Diagnoses and programs instruction for individual learners.
- Provides instruction to individuals and groups.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationship with parents, guardians, and significant others.
- Meet with parents on a regular basis to review student progress and work on individual education-related and functional issues.
- Works closely with other members of the programs staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Requisitions materials and supplies in a timely manner.

- Maintains attendance accounting, submitting this and other required reports in a timely manner.
- Works closely with outside agencies.
- Title V; Procedures and Policies of the Placer County Office of Education; and policies and procedures of local district(s).
- Provides instruction and services as indicated on IEP's for assigned pupils.
- Teaches special day students in a sheltered setting to the student's social, emotional, physical, and intellectual needs.
- Provide for individualized and/or small group instruction in order to adapt the curriculum to the needs of each pupil.
- Create a functional learning environment for learning.
- Provides ongoing program of instruction in those skills necessary for successful employment.
- Directs and evaluates special day students in work experience and vocational education programs in cooperation with other staff members.
- Develops individualized and small group counseling on educational and personal problems which relate to the student's total growth and development.
- Assists other professional staff members in the diagnosis of learning disorders, development of planned remediation, and evaluation of student progress.
- Provides appropriate physical and psychological environment to establish and reinforce acceptable student behavior, attitudes, and social skills and self image.
- Arranges with staff for integration of student into regular classes for instruction in areas where student can meet success.
- Maintain professional competence through participation in professional development activities provided by the district and/or self-selected professional growth activities.
- Participate in school, district, and parent-school meetings.
- Maintain accurate and appropriate records as required by the District.

Qualifications:

Valid California credential appropriate to the position. English Learner certification (CLAD or equivalent) is required for Special Day Class K-8 teacher

Meet "highly qualified" requirements for No Child Left Behind Act

Experience with assessment, teaching strategies, and social skills training for students

Experience and training in a variety of behavioral strategies – highly desirable.

Employee Group: Certificated

Board Approved: February 11, 2014