

**SAN MATEO COUNTY OFFICE OF EDUCATION  
LEARNING CENTER TEACHER**

**JOB SUMMARY**

Under the direction of an assigned administrator, provide an evidence-based, multi-sensory, direct, explicit, structured and sequential approach to instructing pupils who require an intensive and highly structured program and are placed in Specialized Academic Instruction (SAI) through an Individualized Educational Program (IEP).

**ESSENTIAL DUTIES:**

- Adapting, as appropriate to the needs of the child with a disability the content, methodology, or delivery of instruction to ensure access of the child to the general curriculum;
- Provide a behavior management classroom program that creates a positive atmosphere for learning, including but not limited to, developing and implementing behavior plans.
- Teach California State and Common Core Standards based curriculum in a SAI setting, and provide instruction as determined by a student's IEP;
- Assess students using a variety of formal and informal assessment tools to ascertain levels of functioning and progress toward established goals;
- Facilitate the collection of assessment data and use the results to inform instruction, conferring frequently with professional staff members and parents on each student's progress;
- Provides appropriate physical and psychological environment to establish and reinforce acceptable pupil behavior, attitudes, social skills and self-image;
- Work collaboratively with support staff to deliver educational services appropriate to students' functional level and address problems and/or concerns related to the education of the student;
- Establish and maintain effective working relationships with parents, staff, administration, probation and other agency personnel to develop an integrated program of student services;
- Arrange with staff for the mainstreaming of qualified students into regular classes for partial day instruction to prepare the students for returning to the regular classroom on a full time basis, as written in the IEP;
- Monitor student progress on a regular basis, participate in the review and revision of the IEP as part of the IEP team, as appropriate, and refer students who do not demonstrate appropriate progress to the IEP team;
- Prepare legally defensible IEPs as required by law;
- Prepare, maintain and submit timely and accurate records, reports, files and documentation;
- Participate in training and other activities to increase professional knowledge, competence and skills;
- Train and supervise assigned personnel;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations, educational trends, and other issues;
- Perform other related duties, as assigned.

**KNOWLEDGE OF:**

- Effective instructional practices and techniques;
- Effective practices and techniques in teaching students with mild to moderate disabilities;
- California Standards for the Teaching Profession;
- Legal issues and implications;
- Local state and federal laws, rules and regulations related to the position;
- Effective student supervision, motivation, and discipline techniques;
- Effective student testing, evaluation methods and techniques;
- Leadership and teamwork;
- Technology related to assignment.

**SKILLS AND ABILITY TO:**

- Ability to design and deliver effective curriculum and instruction for students with exceptional needs;
- Ability to effectively use data to interpret learning acquisition of students and develop programs based on data;
- Provide training, guidance and assistance to parents, professionals and agencies;
- Train, evaluate and oversee the work of assigned personnel;
- Maintain confidentiality and use discretion;
- Exercise good judgment and initiative to resolve problems in a timely manner;
- Work collaboratively and effectively in a team environment with students, parents, staff members and managers.
- Work independently with little direction.
- Act as a professional using appropriate interpersonal skills including tact, patience and courtesy.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor work environment

**PHYSICAL DEMANDS:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time;
- Ability to react quickly.