

**SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER, ED/AUTISM**

JOB SUMMARY

Under the direction of an assigned administrator, provide instruction to students with ED/Autism; design and provide an educational program that addresses academic, social and emotional needs; assess, monitor and report on student eligibility and progress; work collaboratively with parents, staff and agencies to address educational needs of students and perform related duties as assigned.

ESSENTIAL DUTIES:

- Provide and manage an optimal learning program for assigned students by setting appropriate academic and behavioral goals, using effective learning strategies to further student growth and development, evaluating progress based on stated performance criteria and modifying instruction as needed to maximize achievement;
- Design and provide individualized instruction that addresses students' academic, physical, emotional and social needs;
- 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;
- Develop and use various behavior management techniques geared to each student in order to elicit appropriate student behaviors;
- Create and maintain a sanitary, safe, orderly, attractive and positive learning environment;
- Work collaboratively with support staff to deliver educational services appropriate to their functional level and address problems and/or concerns related to the education of the student;
- Prepare IEPs as required by law and participate on the IEP team;
- Establish and maintain effective working relationships with parents, staff, administration and other agency personnel to develop an integrated program of student services;
- Conduct appropriate medical procedures and special programs under the guidance of supervising medical staff;
- Participate in training and other activities to increase professional knowledge, competence and skills;
- Evaluate, train and supervise personnel as needed;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations, educational trends, and other issues related to children with exceptional needs;
- Develop and maintain accurate records in a timely manner;
- Perform other related duties, as assigned.

KNOWLEDGE OF:

- Knowledge of the dynamics of students with emotional disturbances and/or autism;
- Instruction, assessment, accommodations and modifications for students with emotional disturbances and/or autism;
- Educational evaluation and assessment techniques;
- Various effective instructional methods and activities;
- IEP process and the teacher's role in it;
- Positive behavior and classroom management techniques;
- Applicable policies, guidelines, rules, regulations, laws and codes.

SKILLS AND ABILITIES TO:

- Develop and utilize appropriate behavior management strategies;
- Design appropriate instructional programs in communication, social functioning, gross and fine motor development;
- Understand special needs and functioning levels of students;
- Physically respond to students requiring behavioral or crisis interventions and physically assist students requiring direct self-help care;
- Effectively use data to interpret learning acquisition of students and develop programs based on data accumulated;
- Collaborate effectively with students, parents, professionals and agencies in a team environment;
- Provide training, guidance and assistance to parents, professionals and agencies;
- Train, evaluate and oversee the work of assigned personnel;
- Communicate effectively orally and in writing;
- Multi-task, meet deadlines and complete assignments in a timely manner;
- Maintain confidentiality;
- Exercise good judgment and initiative to resolve problems in a timely manner.

WORKING CONDITIONS:**Environment:**

Indoor work environment

Physical Demands:

- Ability to stoop, bend, stretch, grasp, pull, and push;
- Ability to react and respond quickly;
- Ability to walk extended distances;
- Ability to lift 35 pounds (one person), and up to 100 pounds with two person lift.

