

SAN MATEO COUNTY OFFICE OF EDUCATION TEACHER, PLANNING BLOCK

JOB SUMMARY

Under the direction of an assigned administrator, deliver instruction to students with varying disabilities for single period sessions in secondary special day classes in order to provide preparation time for classroom teachers; work collaboratively with the classroom teacher to design and provide an educational program that addresses IEP goals as well as academic, social and emotional needs; assess, monitor and report on student progress; work with parents, staff and agencies to address educational needs of students and perform related duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Provide instruction to students with varying disabilities for single period sessions in secondary special day classes to provide preparation time for classroom teachers;
- Instruct students in a variety of IEP goal areas, including, but not limited to the areas of academics, cognition, communication, social adaptation, psychomotor skills, self-help skills and vocational skills;
- Use learning strategies and management techniques as designated by the classroom teacher;
- Design and/or implement existing educational program that addresses academic, social and emotional needs in collaboration with the classroom teacher;
- Utilize appropriate behavior management techniques in order to elicit positive student behaviors
- Implement IEP objectives and goals; participate on the IEP team as needed;
- Assess students to determine the educational needs of students including curricular, social and equipment; monitor, evaluate and report on the progress of students;
- Confer with parents and professional staff for the purpose of addressing problems and/or concerns related to the education of the student;
- Direct, train and supervise personnel, as assigned;
- Maintain required equipment and materials;
- Maintain accurate records of service schedules, assessment data collection, and other required information;
- Establish and maintain a sanitary, safe, orderly, attractive and positive learning environment;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations regarding orientation and mobility services, special education, educational trends, and other issues related to children with exceptional needs;
- Perform other related duties, as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- Child growth, development and behavioral characteristics
- Effective behavior management techniques
- Instruction and curriculum
- Assessment, accommodations and modifications
- Educational evaluation and assessment techniques
- Various instructional methods and activities
- IEP process
- Positive discipline and classroom management techniques

- Applicable policies, guidelines, rules, regulations, laws and codes

Skills/Abilities to:

- Instruct and assess special education students
- Identify appropriate instructional materials and equipment
- Counsel/confer/collaborate with students, parents, professionals and agencies
- Train, evaluate and oversee the work of assigned personnel
- Communicate effectively orally and in writing
- Maintain confidentiality
- Exercise good judgment and initiative to resolve problems in a timely manner
- Work effectively in a team environment with students, parents, staff members and managers

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and make presentations