

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

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JOB TITLE: TEACHER OF SPECIAL DAY CLASS/NON-SEVERELY HANDICAPPED

Job Purpose Statement(s): Under the direct supervision of the School Principal, provides an educational program for students with non-severe, but academically limiting handicaps which remediates specific problems that will allow them to function in a regular classroom.

Essential Job Functions:

- **Provides** individualized and small group instruction with emphasis on academic skill acquisition and remediation as outlined in the Individualized Education Program (I.E.P.)
- **Provides** a learning environment in which emphasis is placed upon the development of a positive self-concept.
- **Establishes** and maintains a climate for the development of student behavior necessary to achieve all students Individualized Education Program (I.E.P.) objectives within the classroom.
- **Identifies** student needs and cooperates with other staff members in assessing and remediating students health, attitude, and learning problems.
- **Encourages** and coordinates frequent parent and intro-professional conferences to assure an ongoing, relevant remediation plan.
- **Shares** in the supervision of students in out-of-classroom activities during the assigned working day.
- **Maintains** professional competence through participation in in-service education provided by the district and/or self-selected professional growth activities.
- **Plans** and coordinates the duties of volunteers and paraprofessionals as necessary.
- **Performs** basic attendance accounting as required.
- **Selects** and requisitions books and instructional materials, and maintains required inventory records.
- **Develops** lesson plans and instructional materials, provides individualized and small group instruction to adapt to each student's needs.
- **Evaluates** students progress and social growth, keeps appropriate records, prepares progress reports and communicates results with parents.

Other Job Functions:

- **Performs** other duties as assigned.

Job Requirements-Qualifications:

Skills, Knowledge and/or Abilities required:

Skills in appropriate subject matter, and oral and, written communication; interpersonal skills using tact, patience and courtesy.

Knowledge of curriculum, education code, district policies.

Abilities to establish and maintain cooperative and effective working relationships with children and adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications, Bonding and/or Testing Required: Valid California Education Specialist Credential for Mild Moderate Disabilities, Valid California Drivers License, Criminal Justice Fingerprint Clearance.