

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED POSITION

JCN: 517  
EXEMPT

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### SPECIAL DAY CLASS TEACHER – MILD / MODERATE

#### **BASIC FUNCTION:**

Under the direction of the Administrator, SELPA/Special Education and assigned supervisor, provide an instructional program for students with mild to moderate disabilities in classroom and community-based settings designed to offer students opportunities to become active participants in home, school and community life.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Apply comprehensive assessment results in developing appropriate Individual Educational Programs (IEP) and/or Individual Transition Plans (ITP) goals and objectives to accommodate the wide variety of individual needs of each student.
- Complete initial evaluations of students, additional assessments and triennial re-evaluations within county, state and federal guidelines and develop legally compliant assessment reports and IEPs/ITPs; monitor student progress on a regular basis and participate in the review and revision of the IEP/ITP.
- Conduct educational assessments related to student's access to the academic core curriculum and progress towards meeting instructional academic goals; provide instruction and special education support to individuals with mild to moderate disabilities in grades K-12, and in classes organized primarily for adults through age 22, and preschool aged children as assigned.
- Conduct periodic academic assessment and/or performance testing; maintain data and anecdotal records to substantiate student progress, as required.
- Confer and communicate with parents and/or caregivers and professional staff members regarding student progress.
- Consult with mainstream teachers, parents and/or professional staff members to determine student progress for the purpose of supporting classroom expectations; develop methods for improvement and/or reinforcing classroom goals.
- Coordinate and plan the work of instructional staff assigned to the program and provide input into performance evaluation process.
- Demonstrate working knowledge of lesson objectives and effective use of direct teacher instruction; provide appropriate, creative learning experiences based on IEPs/ITPs in the areas of academic, social and/or emotional growth, behavior, self-help and career/vocational skills.
- Design educational program(s) and provide instruction to meet the individual learning needs of students which have been identified in an IEP/ITP, with consideration of the least restrictive environment.
- Determine professional goals and objectives through the assessment and evaluation process.
- Emphasize, at the secondary school level, academic achievement, community access, career and vocational development, and preparation for adult life.
- Implement approved curriculum and provide instruction, assess and plan program for special education students; suggest alternate resources, programs, or interventions for students, as needed; provide appropriate and creative learning experiences focusing on integrating and connecting alternate standards aligned to the common core curriculum and the foundational skill areas.

- Maintain professional standards and competence through participation in professional growth opportunities provided by the office of the Fresno County Superintendent of Schools (FCSS) and in self-directed professional growth activities.
- Prepare and maintain a current work schedule, which may include but not be limited to lesson plans for substitute teachers.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned for each student enrolled, including but not limited to, CASEMIS, Medi-Cal reports and billing, diagnostic information, student goals and objectives, conference information from parents and other professionals; complete and submit attendance records and all other reports; prepare county and/or state reports as assigned and/or required.
- Provide direct and consultative services to students; provide access to other resources; promote language development, family support and education.
- Work closely and cooperatively with general education classroom teachers, paraeducators, assigned supervisor, site administrator, Designated Instructional Service (DIS) staff, nurse, psychologist, parents and community agencies to provide a complete program.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Adolescent growth and development and characteristics of 'at risk' students.
- Behavior management strategies.
- Conflict resolution.
- Current techniques and procedures regarding curriculum and instruction design and delivery systems; program evaluation strategies as they relate to teaching students with exceptional needs.
- Current techniques to maintain a safe environment and provide support for a physically aggressive student in a non-harmful manner.
- Current techniques to prevent or intervene appropriately in order to defuse escalating student behavior.
- Facilitating the successful integration and mainstreaming of students into the regular program as appropriate.
- Impact of the disability on family interactions and development.
- Planning, organization, coordination and implementation of the operations and activities of

an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.

- Principles, procedures and techniques in the development and implementation of staff training activities.
- Research methods, report writing and record keeping techniques.
- Standards of training and providing work direction.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Develop lesson plans; implement modifications and intervention strategies to match IEP/ITP goals and objectives.
- Facilitate the successful integration and mainstreaming of students into the regular program, as appropriate.
- Maintain a safe environment and provide support for physically aggressive and/or self-abusive students in a non-harmful manner.
- Maintain a variety of reports and files related to job assignment and/or assigned program.
- Maintain systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Prevent and/or intervene appropriately in order to defuse escalating student behavior.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Collect data, analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- Bachelor's degree.

- Master's degree in Special Education preferred.

#### **EXPERIENCE:**

- Two years providing specialized classroom academic instruction to students with Mild/Moderate disabilities preferred.
- Special training and/or experience working with students requiring intensive services preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Education Specialist Instructional Credential – Mild/Moderate Disabilities or eligibility
- to be granted a credential or permit authorizing teaching of students with mild/moderate disabilities.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent..
- Valid Defensive Driving Certificate issued by an authorized agency within one year of date of hire.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment; school playground or campus and community based instructional environments, emphasizing age-appropriate student instruction and training.
- Regular interruptions.
- Small and large group meetings.

##### **HAZARDS:**

- Abusive and potentially harmful outbursts from students which may pose a threat to staff and/or students.
- Periodic yelling, crying, or loud speech by students.
- Possible contact with blood and/or other bodily fluid(s).

##### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.

- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move at least fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: September 9, 2014

Revised Date: April 12, 2018