

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED POSITION**

JCN: 515  
EXEMPT

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### **SPECIAL DAY CLASS TEACHER – EMOTIONAL DISABILITY**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Student Services and assigned supervisor, provide an instructional program for students with disabilities in classroom and community-based settings designed to offer opportunities to make choices and become active participants in home and community life.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Complete all duties involved in developing annual or triennial Individualized Educational Program (IEP's) through the team process, utilizing the information through parent interviews and other assessment data.
- 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 in the area of specialization listed on the credential required by the position, in grades K-12.
- Confer and communicate with parents on a regular basis regarding student progress.
- Coordinate and plan the work of instructional staff assigned to the program and provide input into performance evaluation process.
- Coordinate special education services while collaborating with the general education teacher and/or regular school program(s) for each individual with exceptional needs which may include, but not be limited to, scheduling, student needs, attendance and/or coordination of services from available agencies.
- Determine personal goals and objectives through the assessment and evaluation process.
- 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.
- Monitor student progress on a regular basis, participate in the review and revision of IEP, as appropriate, and refer students who do not demonstrate appropriate progress to the IEP team.
- Perform health care duties as needed or required for students to participate in the educational program.
- Prepare and maintain a current work schedule which may include, but not limited to, lesson plans for substitute teachers.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation as assigned for each student enrolled, including but not limited to, CASEMIS reports, Medi-Cal billing requirements, diagnostic and assessment information, student goals and objectives, conference and contact notes from parents and other professionals, student progress records; complete and submit attendance records; prepare county and/or state reports as assigned and/or required.
- Provide a behavior management classroom program by creating a positive atmosphere for learning of the individual student, including but not limited to, developing and implementing behavior plans.
- Provide consultation, information, resources, materials, and assistance to individuals with exceptional needs and to their parents, administrators, and/or regular staff members.

- Provide instruction and services to assigned students whose needs have been identified in an IEP developed by the IEP team and who may be assigned to regular classroom teachers for a majority of a school day.
- Teach California State and Common Core Standards based curriculum in a Special Day Class (SDC), and provide specialized instruction as determined by student IEP.
- 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:**

- Behavior management strategies.
- Conflict resolution.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to the field of Emotionally Disturbed.
- Current techniques to maintain a safe environment and provide support for a physically aggressive and/or self-abusive student in a non-harmful manner.
- Current techniques to prevent or intervene appropriately in order to defuse escalating 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 data collection.
- 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 and implement modifications and intervention strategies to match specific student needs.
- 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.
- Perform safe, non-harmful controls and restraint positions to safely control a student.
- 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, punctual and regular attendance.
- 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 teaching in a Special Education - Emotionally Disturbed classroom preferred.
- Special training and/or experience working with 'at risk' students and/or students having serious social and/or emotional deficits preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Education Specialist Instruction Credential – Moderate/Severe Disabilities and/or Valid California Education Specialist Instruction Credential - Mild/Moderate Disabilities and/or Valid California Special Education Credential with appropriate Added Authorization in Special Education (AASE) - Emotional Disturbance or eligibility to be granted a permit authorizing teaching of students with emotional 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.
- 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, school facility environment and/or Community Based settings.
- Regular interruptions.
- Small and large group meetings.

**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 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 up to 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.

**HAZARDS:**

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

*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: 05/13/2013

Revised Date: 04/12/2018; 07/01/2025