

Special Day Class Teacher

Description of Position

Under the supervision of the Director of Special Education, with direction from the Site Administrator, the Special Day Class teacher provides instruction, services, consultation, coordination, planning, curricular resources, evaluation and remediation for individuals with exceptional needs. These may include all classifications of special education students whose Individualized Education Program (IEP) requires placement in a Special Day Class.

Supervised By:

Director of Special Education

Major Duties and Responsibilities:

- Provides instruction and direct services for all students enrolled in the Special Day Class on an individual or small group basis either in a Special Day Class or in the general classroom.
- Serves as a member of the Individual Education Plan (IEP) team for all identified special education students.
- Assumes responsibility for writing annual goals and short-term objectives for Individual Educational Plans for identified students.
- Demonstrates knowledge of and ability to task analyze and design appropriate educational activities to implement the goals and objectives stated in the Individualized Education Program (IEP).
- Implements various behavior intervention techniques as part of the instructional program.
- Evaluates and reviews student progress on a regular basis, reports progress to the IEP team at least annually and facilitates the revision of the IEP as necessary.
- Maintains Special Day Class student records reflecting growth and/or performance of each identified student enrolled in the program and such other records as required.
- Provides information and assistance to identified students enrolled in the Special Day Class and their parents as needed.
- Provides consultation, collaboration, resources, information and materials for identified students enrolled in the Special day Class Program to their parents and to general staff members.
- Coordinates special education services and team meetings for each identified student enrolled in the Special Day Class Program.
- Confers on a regular basis with general program teachers to assure instructional continuity, delivery of core curriculum, and complete implementation of the IEP.
- Provides an appropriate physical and psychological environment to establish and reinforce academic skills, appropriate student behavior, social skills and independence.
- Participates in the evaluation of the Special Day Class Program.
- Performs other related special education duties as specified by the Special Education Local Plan Area (SELPA), site administrator and Director of Special Education.
- Effectively uses technology in IEP record keeping, communication and instruction.
- Communicates effectively both orally and in writing.
- Establishes and maintains positive, cooperative working relationships with students, parents and school team.
- Maintains the confidentiality and security of sensitive information.

Other Duties and Responsibilities:

- Serves as a member of the Student Success Team or other site committees as needed.
- Keeps abreast of new research based strategies, materials and techniques.
- Informs parents of Special Education rights and procedures.
- Orders appropriate instructional materials/equipment, supplies and books.

Qualifications/ Education:

- Bachelor's Degree including all courses to meet credential requirement
- Multiple Subject Credential preferred

- Learning Handicapped Credential or Educational Specialist Credential-Mild/Moderate, or Resource Specialist Certificate
- Autism Authorization
- CLAD or BCLAD or equivalent
- “No Child Left Behind” compliant