

Job Summary:

Teach students with disabilities as outlined in the individual education plan.

Essential Job Functions:

- ▶ Teaches students for the purpose of enhancing learning, in individual and group settings.
- ▶ Maintains materials, records, school environment for the purpose of providing an orderly, safe environment and to enhance learning, and demonstrate accountability.
- ▶ Develops paper-transition plans, curriculum, lesson plans, IEP, materials, and working relationships for the purpose of enhancing learning, meeting program objectives, setting goals, increasing integration opportunities accepted by the general school population.
- ▶ Promotes a safe environment, hygiene, physical fitness, social and academic skills for the purpose of ensuring student/staff safety and health, developing social responsibility and good citizenship and enhancing learning.
- ▶ Provides information, support, first aid and career guidance for the purpose of reaching program goals and objectives, giving direction to students, preventing serious injuries and providing job opportunities.
- ▶ Communicates with staff, students, parents and agencies, for the purpose of sharing information, inter-agency cooperation and collaboration and increasing awareness of student needs and achievements.
- ▶ Directs/supervises instructional aides, student aides, volunteers, and students for the purpose of providing guidance and a safe learning environment
- ▶ Evaluates students, program, self for the purpose of checking student progress, improving program/s, and self improvement.
- ▶ Attends/participates in workshops, conferences, staff meetings and in-services for the purpose professional growth.
- ▶ Bends, kneels, stoops, stands, sits, walks, runs, pivots while performing routine activities for the purpose of working with students throughout the course of school day.
- ▶ Dispenses oral medication for the purpose of maintaining students' health.
- ▶ Grasps, holds, reaches, lifts, pulls and pushes classroom equipment materials and supplies for the purpose of conducting routine classroom activities.
- ▶ Lifts physically disabled students manually for purpose of transferring students with physical disabilities from one location to another.
- ▶ Operates mechanical lift for the purpose of transferring students with physical disabilities from one location to another.
- ▶ Physically contains students for the purpose of controlling assaultive/aggressive behavior of students.
- ▶ Tube feeds students for the purpose of providing adequate fluids, nutrition and/or medications for students unable to swallow safely.
- ▶ Toilet and/or diaper students for the purpose of maintaining good hygiene.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - ▶ motivate students;
 - ▶ communicate with individuals from varied educational and cultural backgrounds;
 - ▶ direct support personnel;
 - ▶ monitor and evaluate student performance;
 - ▶ address student health care needs;
 - ▶ design and implement Individual Education Plan (IEP) for severely handicapped students.
- ▶ **Knowledge of:**
 - ▶ developmentally appropriate teaching methods for the severely handicapped;
 - ▶ education code;
 - ▶ laws pertaining to special education students;
 - ▶ IEP process.
- ▶ **Ability to:**
 - ▶ perform a variety of specialized and responsible tasks; maintain records;
 - ▶ establish and maintain cooperative working relationships with students, parents and other school personnel;
 - ▶ meet scheduling deadlines;
 - ▶ assess severely handicapped students;
 - ▶ instruct severely handicapped students;
 - ▶ identify appropriate instructional materials and equipment;
 - ▶ communicate effectively orally and in writing.

Experience Required:

- ▶ Job Related Experience is desired.
- ▶ Work with handicapped children as teacher or aide; teacher of typical children

Education Required:

- ▶ Bachelors Degree in job related area
- ▶ Severely Handicapped credential program, behavior management, health issues.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Valid California Credential authorizing service to severely handicapped students.
- ▶ EL Authorization.
- ▶ Department of Justice and FBI Fingerprint Response.

Other Special Requirements/Qualifications:

- ▶ Related field of child development, elementary or high school or social work.

FLSA: Exempt

Revised April 2003

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.