

Santa Clara County Office of Education

Class Title: Teacher on Special Assignment (TOSA)- Special Education: Curriculum & Instruction

General Description

Under the supervision of the Assistant Director/Program Manager, Teacher on Special Assignment- Special Education: Curriculum & Instruction will provide support and guidance to align the curriculum implemented in all programs within the Santa Clara County Office of Education (SCCOE). In addition, the Teacher on Special Assignment will provide instructional and programmatic guidance to Post-Secondary programs and the Workability program. The Teacher on Special Assignment will provide additional support as appropriate to SCCOE programs.

Duties and Responsibilities

ESSENTIAL DUTIES:

The duties of the Teacher on Special Assignment- Curriculum & Instruction / Workability Support shall be, but not limited to the following:

Provides technical assistance to staff related to the implementation of curriculum and instruction with the SCCOE programs.

Attends professional development training related to curriculum implemented within the SCCOE Special Education programs.

Obtains and maintains certifications related to “trainer of trainers” in various modalities of instruction (i.e. TEACCH, STAR, LINKS, UNIQUE, etc.).

Coordinates and provides professional development opportunities related to the implementation of curriculum for SCCOE staff as appropriate.

Works in coordination with the Education Program Coordinator- Vocational Services, to develop and implement workability and vocational education opportunities for students. This includes, but is not limited to community outreach, vocational education curriculum access, and providing training opportunities related to Workability for staff and students to attend.

Navigates electronic applications (Class Dojo, Google Classroom etc.) and technologies related to student learning and supports staff in supporting their student in accessing the equipment and/or applications.

Assists staff by providing additional support and resources related to student engagement and instruction.

Consults with staff, parents and outside agencies regarding Special Education students; assists the staff in the analysis of special programming related to curriculum / instruction and works collaboratively towards a solution.

Serves as a resource to staff on data collection and resources related but not limited to student instruction and access to curriculum.

Provides instructional modeling to staff related to the implementation of curriculum, and instructional strategies. This may include but is not limited to teaching a unit to a class for the staff to observe, and modeling and providing specific instructional strategies.

Provides instruction, assistance and support to students in SCCOE programs.

Provides feedback as necessary to staff to support with the improvement of the implementation of curriculum and instruction.

Keeps informed and ensures compliance of all legal requirements within local, State and federal guidelines.

Serves as a contact person for individual student or parent needs as needed; communicates effectively and collaboratively with a variety of stakeholders (e.g. staff, related services staff, program partners, principal, parents, students, etc.).

Observes students and make recommendations to teachers on student needs in relation to instructional strategies and implementation of curriculum and participation within their current educational setting.

Participates and reports information to the Director of Special Education and/or Assistant Director of Special Education regarding the implementation of curriculum and instructional access of students.

Travels to and from various SCCOE programs to observe and provide guidance to instructional staff members.

Performs additional related duties as assigned.

Working Conditions

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Certification and Education

Bachelor's degree from an accredited college or university, a valid Education Specialist Instruction Credential, Mild/Moderate and/or Moderate/Severe, Early Childhood Special Education (ECSE) or other valid California Special Education credential authorizing the teaching of TMR, Autism, Multi-Handicapped; English Learner authorization (CLAD); five (5) years of successful classroom teaching with a valid credential; and special fitness to perform per Education Code§ 44865.

Knowledge, Abilities and Experience

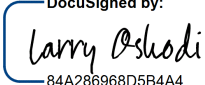
- Speak and write in English;
- Knowledge and demonstrated ability in working with students considered unsuccessful in previous school or social settings;
- Ability to develop and implement innovative and flexible programs for students;
- Ability to work and communicate effectively with other staff members, community agencies, parents, school districts, probation, social services, and other county agencies;
- Ability to work effectively with others in a wide variety of situations.

Physical Demands

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Environment

Duties are performed in a specialized classroom environment while standing; duties are also performed at program sites and in the community.

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Approved: Larry Oshodi Date: 5/12/2021 | 1:13 PM PDT
 Assistant Superintendent-Personnel Services

Revised 5/12/21: Certification and Education updated.