

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Teacher – Inclusion Head Start/State Preschool, Special Education

General Description

Under the direct supervision of the Supervisor – Head Start Preschool Sites, teaches young children in a Head Start/State Preschool setting which engages and provides services to eligible families as well as children in need of a special education program with an Individualized Education Plan (IEP); and provides high-quality services to families in a safe and healthy setting that prepares children for school and life.

Certification and Education

A Bachelor's Degree and a Child Development Teacher Permit; two years (2) teaching experience beyond permit requirements (working with children two (2) years nine (9) months to six (6) years of age) preferred; must possess current CPR and first aid certifications.

An offer of employment will be contingent upon successful completion of a paid, pre-placement medical examination.

Early Childhood Special Education Credential; English Learner authorization and a Bachelor's Degree from an accredited college or university.

Knowledge, Abilities and Experience

Knowledge of child development, early childhood education, and teaching methods and techniques; ability to organize and direct classroom and outside activities; demonstrated ability to teach and supervise aides; ability to speak and write effectively; establishes and maintains harmonious relationships with children and parents.

Demonstrates knowledge and experience in teaching children in need of special education; knowledge of, and ability to implement the intent of federal and state mandates for special education in a classroom setting; ability to communicate successfully with parents and staff; ability to assess and evaluate the learning needs of individual pupils.

Duties and Responsibilities

ESSENTIAL DUTIES

Creates an effective environment for learning in which positive self-concept and self-reliance are stressed; assesses student needs and provides appropriate learning experiences based upon each student's needs, interests, and abilities; maintains written records on each student; initiates and enforces a set of classroom standards that facilitate effective growth and development and school readiness skills for each student.

Responsible for the academic and social growth of students who have severe cognitive disabilities often in conjunction with specialized physical/motor disabilities; supervises and shares in the evaluation of the performance of paraprofessionals and volunteers; systematically maintains pupil attendance records and completes other business services as required; attends scheduled staff meetings, educational

meetings, IEP's, home visits and other assigned meetings as required; encourages and maintains open communication with parents and students and meets with the parents a minimum of once during the school year.

Assists in the selection and requisition of books and instructional supplies, submitting written requests for them; provides medication to students per doctor's orders; coordinates the implementation of physical/occupational therapy for those students who qualify; qualified to carry out CPR and specific SPHC procedures for those students who require it; maintains self-health and demonstrates appropriate behaviors; deals with and maintains children who are physically and verbally assaultive according to Board approved policies and procedures; supervises and assists in meeting the personal needs of students; feeds, toilets and lifts students when necessary; and other duties as assigned.

OTHER RELATED DUTIES

Works closely with other staff in assessing and helping students resolve health, emotional, and learning problems; cooperates in a professional and ethical manner with personnel related to the program; interacts with parents on a regular basis through classroom contact; maintains competence through attendance at in-service training sessions and related professional growth; actively encourages each student to develop acceptable standards of behavior and a desire for positive social relationships; assists in the selection of instructional supplies and maintains appropriate inventory records; plans, coordinates, and directs the work of teacher assistants and volunteers; maintains equipment; maintains necessary class records; shares in responsibilities for school activities; prepares lesson plans; encourages acceptable social patterns, eating habits and personal hygiene; conducts home visits and parent conferences; carries out authorized emergency and safety procedures; performs other duties as assigned and required by federal and/or state requirements.

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.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, move quickly, use hands to grip, touch, feel, and reach with hands and arms. The employee is frequently required to sit on the floor and return to a standing position. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. Hearing within normal range is required.

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

Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate.

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Larry Oshodi 5/15/2023 | 1:49 PM PDT
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Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

DocuSigned by:
Mary Ann Dewan 5/15/2023 | 1:43 PM PDT
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Authorized: Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools