

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT – SPECIAL EDUCATION (OPPORTUNITY YOUTH ACADEMY)**

#### **General Description**

Under the supervision of the Principal, at single or multiple sites, using specialized techniques, provides training to Opportunity Youth Academy (OYA) staff in effective instructional practices; analyzes student data to determine appropriate instructional strategies and interventions; monitors implementation of adopted programs and implementation of Individualized Education Program (IEP); supports teachers in the implementation of special education instructional services.

#### **Duties and Responsibilities**

##### ESSENTIAL DUTIES:

The duties of the Teacher on Special Assignment-Special Education shall be, but not limited to the following; additional duties may be designated by the Principal.

Attend IEP meetings as needed; facilitate and coordinate periodic IEP file reviews; assist in writing, revising, and updating IEPs and behavioral plans as requested by staff.

Assist staff by providing process and procedural paperwork compliance support to all sites.

Provide procedural compliance guidance and professional development through one to one or small group training opportunities on a monthly or as needed basis.

Consult with staff, parents and outside agencies regarding Special Education students; assist the staff in the analysis of special program issues and work collaboratively towards a solution; assist in the planning and facilitation of staff development and training of special education staff in matters pertaining to special education programs and services.

Provides coaching to teachers using a variety of coaching models and strategies; model best teaching practices and effective instructional strategies; model intervention strategies for special education students and teachers.

Serve as a resource to staff on best practice instructional strategies, curriculum scope and sequence, use of curriculum (other supported instructional strategies), or instructional data reviews; works directly with staff to provide classroom-based demonstrations, collaborative and one-on-one support.

Keep informed and ensure compliance of all legal requirements within local, state and federal guidelines.

Monitor staff caseloads and student progress; guide teachers to collect and analyze data, develop action plans to develop goals and objectives and monitor student progress.

Effectively support teachers in their classrooms by problem solving teacher questions; researching legal guidelines (IDEA 2004) and providing technical assistance.

Observe students and make recommendations to teachers on student needs in relation to prescriptive instructional methodologies or curricular classroom materials that are evidenced based and aligned to state standards.

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

Effectively facilitate small and large group meetings; models and/or provides small group intervention program for non-proficient students; assist as the support liaison to the Student Services Branch in the coordinated effort of providing district-wide resources; may be assigned a caseload of special education students.

Perform additional related duties as assigned.

OTHER DUTIES:

Assists in planning program and curriculum implementation, and evaluates the attainment of the student's goals and objectives; and resolves problems that arise with staff, students, parents and community agencies.

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 California Single Subject Teaching Credential or proof of successful completion of the VPSS authorizing teaching in the subject area; five (5) years of successful classroom teaching with a valid credential; and special fitness to perform per Education Code § 44865; Special Education Credential required.

Knowledge, Abilities and Experience

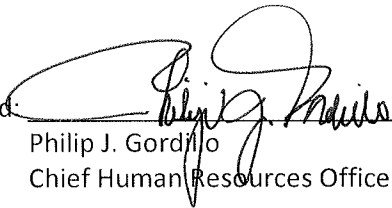
Ability to speak and write in English; knowledge and demonstrated ability in working with students considered unsuccessful in previous school or social settings; ability to develop and implement innovative and flexible programs for students; ability to work and communicate effectively with other staff members, community agencies, parents, school districts, probation, social services, and other county agencies; skill in working 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.

Approved:  \_\_\_\_\_ Date 07/18/17  
Philip J. Gordillo  
Chief Human Resources Officer

Approved:  
Revised: 5/11/2011, 6/14/2011 (Updated Working Conditions and Physical Demands)  
Revised: 11/13/2014 (Added or proof of successful completion of the VPSS...)