

Santa Clara County Office of Education

Class Title: Teacher on Special Assignment (TOSA)- Special Education: Parent Liaison

General Description

Under the supervision of the Assistant Director/Program Manager, Teacher on Special Assignment-Special Education will provide support to align communication with the Santa Clara County Office of Education (SCCOE) and the parent(s) and/or guardians of the students that the SCCOE provides services to. Teacher on Special Assignment-Special Education will monitor attendance data of all SCCOE students, attend meetings related to attendance, and work with additional administrative support staff in order to provide necessary resources including seeking support from outside agencies (Foster Youth, SARC, etc.) to the families that the SCCOE serves.

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 Program Manager.

Attends IEP meetings as needed; facilitates and coordinates IEP's related to student attendance; additional duties may be assigned by the Program Manager.

Assists with the coordination and deployment of technology related to students' access to their educational environment.

Supports stakeholders in accessing electronic applications (Class Dojo, Google Classroom etc.) and technologies related to student learning; supports stakeholders such as parents/guardians in supporting their child in accessing the equipment and/or applications.

Assists staff by providing additional support and resources related to student attendance and/or student engagement.

Leads and coordinates in the creation of Engagement and/or Re-Engagement Plans for students that are not participating in Distance Learning.

Consults with staff, parents and outside agencies regarding Special Education students; assists staff in the analysis of special program issues and work collaboratively towards a solution.

Serves as a resource to staff on data collection and resources related but not limited to student attendance and participation in educational programs.

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 makes recommendations to teachers on student needs in relation to engagement and participation within their current educational setting.

Prepares and presents information to the Director-Special Education and/or Assistant Director-Special Education regarding student attendance and participation in students' educational settings.

Supports in the development and creation of tools that can be used to effectively monitor engagement activities and can be implemented by teaching staff and administrators.

Creates effective and implementable plans for working with challenging situations specifically related to student attendance and engagement within the programs.

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 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: Anisha Munshi 8/24/2020
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 8/24/2020
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools