

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TEACHER - EARLY CHILDHOOD SPECIAL EDUCATION**

#### **General Description**

Under the direct supervision of the Assistant Superintendent-Student Services & Support Division or Principal, teaches children in need of special education for the Santa Clara County Office of Education's Special Education program; develops and writes individualized education programs (IEPs) for the students; develops and maintains a hygienically clean, safe and effective learning environment in which self-help activities and independence are stressed.

#### **Certification and Education**

Specialist Credential, Early Childhood Special Education, authorizing the holder to provide educational services to children from birth through pre-kindergarten that are eligible for early intervention special education and related services, except children with a primary disability of D/HOH,VI, OI, or traumatic brain injury; and a Bachelor's degree from an accredited college or university.

#### **Knowledge, Abilities and Experience**

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 diagnose, assess, prescribe and evaluate the learning needs of individual pupils.

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

#### **Duties and Responsibilities**

##### **ESSENTIAL DUTIES:**

Plans and coordinates work of paraprofessionals on a daily basis; develops and writes realistic individualized educational programs according to each student's needs; evaluates students' growth through review on a consistent basis; modifies the IEP as needed; prescribes for those students who qualify, an appropriate learning activities program to develop concepts and abilities necessary for functioning in a sheltered workshop or community; keeps an accurate up-to-date record in each child's Development Log, when appropriate; determines and implements a classroom environment designed to develop acceptable standards for behavior control and positive social relationships (i.e. helping students solve problems and build positive self-image); cooperates in a professional manner with other staff members in formulating and carrying out rules and policies.

##### **OTHER RELATED DUTIES:**

Develops professional competence through active participation in in-service presentations, and professional growth activities, utilizing local college, university and clinical research facilities and keeping current with professional literature; 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, IEPs, 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 medicine to students per doctor’s orders.

Coordinates the implementation of physical/occupational therapy for those students who qualify; when necessary, qualified to carry out CPR and specific SPHC procedures for those students who require it; provides a physical education program in line with state required number of minutes for those students who do not qualify for adaptive physical education by an APE Specialist; 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; other duties as assigned by Principal.

**Working Conditions**

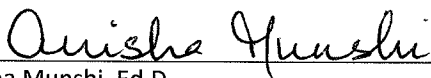
Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions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

**Physical Demands**

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.

Approved:	 <hr/> Anisha Munshi, Ed.D. Assistant Superintendent-Personnel Services	8/28/19 <hr/> Date
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Approved:  
 Revised: 5/11/2011, 6/14/2011 (Updated Working Conditions and Physical Demands)  
 Revised: 7/30/15 changed *under the direct supervision of the Director II-Early Start...to under the direct supervision of the Chief Schools Officer or Principal*