

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER - ORTHOPEDIC IMPAIRMENTS – EARLY START SPECIAL EDUCATION

General Description

Under the direct supervision of the Assistant Director of Early Start Special Education, provides service to infants (birth-3 years) with orthopedic impairment (primary disability is of a physical nature).

Certification and Education

Early Childhood Specialist Educator (ECSE) credential and Orthopedic Impairment (OI) Credential or other valid California Special Education Credential authorizing the teaching of orthopedically impaired students; and a Bachelor's degree from an accredited college or university.

Knowledge, Abilities and Experience

Demonstrates knowledge in teaching children with special needs (experience preferred); knowledge of, and ability to, implement federal and state mandates for special education; ability to communicate successfully with parents and staff; demonstrates an understanding of the development of and the proper process for writing an IFSP; demonstrates skills for conducting an IFSP meeting; understands the individual needs of student and the family and provides appropriate strategies to families to achieve the outcome for the student; understands the skills to be taught and presents them in a manner appropriate to the students involved, making realistic provision for individual differences; understands the coaching model as applied in a natural environment for the infants in Early Start Program.

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

Duties and Responsibilities

ESSENTIAL DUTIES:

Based on the family outcomes and services in the IFSP, plans home visits to coach, mentor the family and teach them appropriate strategies; provides resources and guidance on how to effectively meet the individual needs of their child as determined by infant milestones of development and the student's specific areas of needs. IFSP outcomes are to be updated every six months and reviewed with the family at an IFSP meeting and reported in SIRAS system. Works closely with other professional staff such as therapists, ancillary staff, other teachers, and specialists in implementing student's educational program.

OTHER RELATED DUTIES:

After every home visit, updates the communication log and provides a copy to the family.

Plans daily activities based on student needs; updates the Outlook or Google calendar with monthly planned schedule; collaborates with the members in the multidisciplinary team for home visit; manages time effectively by prioritizing the student needs, meetings, and home visits; uses the student attendance system to track family participation.

Plans and conducts PPC (Parent Participation Class), either weekly, biweekly or monthly, depending on program needs.

Schedules community events for families for student and parent participation and for peer support groups.

Systematically maintains pupil attendance records and completes other business services as required; attends scheduled staff meetings, schedules the annual and review IFSP meetings, home visits, and attends other assigned meetings as required; works closely with the school district to plan and assist in the transition of the student to preschool program; supervises and assists in meeting the personal needs of students; feeds, toilets and lifts students when necessary.

Completes the Battelle Developmental Inventory assessment for the student per the timeline and uses the information to create, modify the outcomes in the IFSP.

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 50 pounds, drive to student’s setting (home, daycare, community setting).

Environment

Duties are performed in the student’s natural environment like home, daycare, and other appropriate venues, as well as SCCOE locations.

	DocuSigned by: <i>Larry Oshodi</i> 84A286968D5B4A4	2/17/2022 7:39 AM PST
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	2/17/2022 7:27 AM PST
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date