

**SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER, SPECIAL DAY CLASS**

JOB SUMMARY

Under the direction of an assigned administrator, provide an effective instructional program for students with disabilities that address their academic, social and emotional needs.

ESSENTIAL DUTIES:

- Design and provide individualized instruction that addresses students' academic, physical, emotional and social needs;
- Provide a behavior management classroom program that creates a positive atmosphere for learning, including but not limited to, developing and implementing behavior plans.
- Teach California State and Common Core Standards based curriculum in a Special Day Class (SDC), and provide specialized instruction as determined by a student's IEP.
- Assess students using a variety of formal and informal assessment tools to ascertain levels of functioning and progress toward established goals;
- Facilitate the collection of assessment data and use the results to inform instruction;
- Develop and use various behavior management techniques geared to each student in order to elicit appropriate student behaviors;
- Create and maintain a sanitary, safe, orderly, attractive and positive learning environment;
- Work collaboratively with support staff to deliver educational services appropriate to students' functional level and address problems and/or concerns related to the education of the student;
- Establish and maintain effective working relationships with parents, staff, administration and other agency personnel to develop an integrated program of student services;
- Provide consultation, information, resources, materials, and assistance to individuals with exceptional needs and to their parents, administrators, and/or staff members.
- Monitor student progress on a regular basis, participate in the review and revision of IEP as part of the IEP team, as appropriate, and refer students who do not demonstrate appropriate progress to the IEP team; prepare IEPs as required by law.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation
- Participate in training and other activities to increase professional knowledge, competence and skills;
- Train and supervise assigned personnel;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations, educational trends, and other issues.
- Perform other related duties, as assigned.

KNOWLEDGE OF:

- Child growth, development and behavioral characteristics;
- Instruction, assessment, accommodations and modifications for students with disabilities;
- Educational evaluation and assessment techniques;

- Various effective instructional methods and activities;
- IEP process and the teacher's role in it;
- Positive behavior and classroom management techniques;
- Applicable policies, guidelines, rules, regulations, laws and codes.

SKILLS AND ABILITY TO:

- Ability to design and deliver effective curriculum and instruction for students with exceptional needs;
- Ability to effectively use data to interpret learning acquisition of students and develop programs based on data;
- Provide training, guidance and assistance to parents, professionals and agencies;
- Train, evaluate and oversee the work of assigned personnel;
- Communicate effectively orally and in writing;
- Multi-task, meet deadlines and complete assignments in a timely manner;
- Maintain confidentiality and use discretion;
- Exercise good judgment and initiative to resolve problems in a timely manner;
- Work collaboratively and effectively in a team environment with students, parents, staff members and managers.
- Work independently with little direction.
- Act as a professional using appropriate interpersonal skills including tact, patience and courtesy.

WORKING CONDITIONS:

Environment:

Indoor work environment

PHYSICAL DEMANDS OF THE JOB:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.