

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT  
Human Resource Division

**SPECIAL EDUCATION TEACHER**  
Job Description

**JOB SUMMARY:**

Under the supervision of the site and district special education administrators, provide instruction and support in a variety of settings according to District approved courses of study and curriculum, at a rate and level commensurate with established pupil expectancies and goals.

**REQUIRED QUALIFICATIONS:**

Education:

- An earned bachelor's degree from an accredited college or university.

Credential:

- An Education Specialist credential or equivalent or combination of credentials authorizing service in a specific disability and at the level of this class description, must be in force and on file in the Kings County Office of Education; and
- English Learner Authorization; and
- "No Child Left Behind" (NCLB) compliance in each core academic subject taught.

Experience:

- Desire successful experience working with children in an instructional setting.

Ability to:

- Effectively deliver an instructional program that is aligned with district curricular standards and meets the unique needs of pupils with disabilities;
- Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups;
- Work as a member of an IEP team in the development of an appropriate IEP for pupils with exceptional needs;
- Make appropriate recommendations for supports and services in all educational settings based upon the needs of pupil's with disabilities;
- Plan, organize, prioritize, and manage time;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including pupils, parents and co-workers;
- Effectively communicate with those contacted in the course of work, through verbal and written communication;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions.

Knowledge of:

- Strategies and techniques for instructing pupils with exceptional needs;
- Fundamental principles and accepted practices, current trends, literature, and research in special education;
- Subjects taught in District schools, including, but not limited to reading, mathematics, and language arts;
- Techniques for effective student motivation and discipline;

- Effective methods for safely maneuvering, lifting, and/or transporting disabled or injured students;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Computer-based programs and appropriate technological skills.

### **ESSENTIAL FUNCTIONS:**

- Use large group, small group, and individual instruction appropriate to subject matter and learners' needs/disabilities;
- Prepare lessons that are aligned with district adopted curricular standards, while adapting the curriculum and materials to the needs and goals of each pupil;
- Assists in identifying individual pupils' needs through diagnostic assessment and comprehensive written reports;
- Participate in Individual Education Program (IEP) Teams to develop a program for eligible pupils;
- Develop and prioritize long- and short-term learning objectives as developed by the IEP team within curriculum guidelines;
- Provide instruction, services, and supports as designated on pupils' IEPs;
- Monitor implementation of the program and assess pupil progress on a regular basis in order to revise IEPs as appropriate;
- Observe and control behavior of pupils according to approved procedures and appropriate behavioral techniques;
- Be available for consultation with site staff to address the unique needs of pupils, regardless of identification under special education;
- Report progress regarding pupil performance and behavior to staff and parents;
- Confer with parents/guardians regarding individual pupil progress;
- Participate in professional growth activities that enrich teacher effectiveness;
- Supervise pupils in a variety of settings and maintain classroom discipline;
- Operate equipment needed to support teaching, including computers, duplicating equipment; and presentation technology;
- Confer with teachers and administrators concerning programs and materials to meet pupil needs;
- Assure the health and safety of pupils by following all health and safety rules;
- Direct group activities of pupils as assigned;
- Maintain inventory of books and teaching aids; order classroom supplies;
- Perform other related duties as assigned.

### **PERSONAL CHARACTERISTICS:**

Should possess personal characteristics generally recognized as essential for good public employees, including initiative, emotional maturity, dependability, confidentiality, flexibility, courtesy, good judgment, and ability to prioritize and work cooperatively with others. Must be able to work independently with little direction.

### **WORKING CONDITIONS:**

#### Environment:

- School Environment
- Close contact with school age children

#### Physical Abilities:

- Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;

- Ability to conduct verbal conversation;
- Hear normal range verbal conversation (approximately 60 decibels);
- Sit, stand, stoop, kneel, bend and walk;
- Sit for sustained periods of time;
- Kneel or squat for extended periods of time;
- Climb stairs, steps, ramps and step ladders;
- Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
- Lift and/or carry up to 10 or more pounds frequently;
- Lift and/or carry up to 20 or more pounds occasionally;
- Lift and/or carry up to 100 or more pounds infrequently;
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and,
- Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.
- Physical, mental and emotional stamina to endure stressful conditions.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

**Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.**

*Board Approved: 07/14/15*