

MODESTO CITY SCHOOLS

Job Description

JC # 1127

INDIVIDUAL SMALL GROUP INSTRUCTOR K-6

OVERALL RESPONSIBILITY

Responsible for providing instruction for specified students identified by an Individual Education Program (IEP) or site student success team for assigned area of the curriculum, providing instructional assistance to classroom teachers upon request, develop, schedule, and provide direct services to teachers, special needs students, and parents.

SPECIFIC RESPONSIBILITIES

1. Assist principals and staff members in communicating and implementing program goals and objectives.
2. Provide short-term instruction on an individual or small group basis as needed or outlined in the student's individual educational program or intervention plan developed by the Site Student Success Team.
3. Provide support to teachers in developing appropriate instruction and materials to students based on their IEP goals and objectives or intervention plans developed by the Site Student Success Team.
4. File and maintain student records, progress reports, and/or IEP goals/objectives for students on their caseload.
5. Prepare annual review for identified students and serve as a member of the Individual Education Program team.
6. Provide support for special needs students and regular classroom teachers by monitoring that IEP procedures are followed.
7. Confer as needed with parents and professional staff members on student's progress to involve parents and staff in the development of the Individual Education Program.
8. Establish and maintain standards of student behavior.
9. Monitor and provide materials and lesson plans for the instructional paraprofessional.
10. Communicate to classroom teachers an understanding of the varied learning styles of special needs students.
11. Develop and present curriculum that is derived from a wide range of resources including varied texts, supplementary resources, and computer resources.
12. Attend all required staff meetings, in-service workshops, and other related professional meetings.
13. Provide in-service training to parents and school personnel concerning the needs of the special education student.
14. Provide information between sites when special education students are assigned to a new school.
15. Communicate and maintain cooperative relationships with those contacted in the course of work.

SALARY

Small Group Instructor Salary Schedule

WORK YEAR

Based on School Schedule

INDIVIDUAL SMALL GROUP INSTRUCTOR K-6 (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of curriculum and staff development.
- Knowledge of theory/methodology for learning disabled students.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to understand and implement complex oral and written directions given in English.

Experience

Minimum Requirements:

- Experience in developing curriculum and staff development activities for special needs students, parents, and staff.
- Successful experience working with special education students and their parents.

Education

Minimum Requirements:

- Elementary or Secondary Credential, and Special Education Credential, and Resource Specialist Certificate of Competence, or
- Specialist Mild Moderate or Specialist Moderate Severe Credential

REPORTS TO

Site Administrator

Human Resources Reviewed: 4/11/05

Unit Approved: 4/14/05

Cabinet Approved: 5/24/05

Board Approved: 8/22/05