



## Job Description

**Type:** Certificated

**Status:** Active

### Learning Specialist - Mild/Moderate

**Reports To:** Principal (supported by Dir. of Sp. Ed.)

**Evaluates:** N/A

**Supervises:** Instructional Aides

#### **Job Goal**

To plan and carry out an effective educational program that will maximize learning for student with exceptional needs and contribute to their development into confident, competent and creative learners.

#### **Essential Job Functions • Required Knowledge and Abilities**

Provide instruction for students whose needs are identified in a written IEP and who are assigned to regular classroom teachers for a majority of a school day; provide information and assistance to students with exceptional needs and their parents; utilize assessment results in developing IEP goals and objectives to accommodate the wide variety of needs of each student; identify and utilize special materials and teaching strategies pertinent to individual student and staff needs; prescribe and implement behavior management techniques; provide appropriate activities and opportunities to enhance student development of positive self-concept; coordinate IEPs of students with special needs with regular program and school staff; periodically update academic assessments and review progress with each student, his/her parents, and regular teacher; demonstrate teaching and classroom management control strategies that are appropriate and effective in meeting the needs of each student in both academic and nonacademic areas; maintain and complete records, individual data, reports, etc., that may be required by the district, state, and/or federal policies or regulations; serve as a member of the IEP Team and appropriate building level committees; observe student behavior in the regular classrooms and consult with teachers regarding these behaviors; provide consultation and/or inservice to school staff and parents which may relate to student assessment, specialized instruction, management, and guidance; communicate effectively and work cooperatively with all other school district personnel, parents, other agencies for the best interests of each student; develop as a professional educator by reflecting on the teaching practice, planning professional development, pursuing opportunities to grow professionally, and by participation in professional organizations and other activities on a voluntary or assigned basis; possess and utilize strong organizational skills; perform school related responsibilities; perform obligations mandated by laws or Board policy, and other appropriate tasks assigned by Administration.

**KNOWLEDGE OF:** Appropriate subject matter curriculum as well as current developments in the fields of child development, health and safety practices (CPR, First Aid, etc.); Current state and local assessment procedures; CDC and District policies; audiovisual equipment.

**ABILITY TO:** Relate well to pupils, parents, other teachers, and school administrators; show mature judgment; provide an educational program for students; assist where required in other school programs; maintain classroom control; preserve suitable learning conditions; analyze various group and individual student assessment data (both formative and summative) to evaluate student progress; modify instruction in response to evaluation of formative and summative achievement data; be sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds; treat each child with dignity and respect.

#### **Minimum Qualifications**

Valid California Multiple Subject Teaching Credential; Certification (or eligibility for certification) under NCLB requirements for Highly Qualified Teacher; Education Specialist Credential - Mild/Moderate [Additional Ed Specialist Credential - Moderate/Severe desirable]; CLAD or BCLAD; ability to read, write, speak and understand the English language

#### **Terms of Employment**

185 day work year; Current DMV Clean Driving Record Report  
Criminal Justice Department Fingerprint Clearance; Pre-employment physical

#### **Working Conditions**

ENVIRONMENT	Classroom and other school site indoor and outdoor environments
PHYSICAL ABILITIES	Lift and carry items up to 20 lbs. Hearing and speaking to exchange information Seeing in order to monitor and supervise students in classroom and in large outdoor areas Bending at the waist, kneeling, crouching, or reaching to assist students and to retrieve & store materials Walking and standing for extended periods of time to provide instruction Sitting in order to work at desks or tables

Exposure to climatic elements and intermittent noise; frequent interruptions  
Potential for contact with blood-borne pathogens and communicable diseases

HAZARDS