

TIER III EDUCATION SPECIALIST (SDC)

Job Description:

Provide instruction and service for pupils in a mild/moderate special day class setting whose needs have been identified in an IEP developed by the individualized education program team. Conference with parents, pupils and classroom teachers relative to the individualized program. Assist classroom teachers with integrated pupils.

Qualifications:

1. Bachelor's degree or higher
2. Holds a valid special education credential.

Essential Duties:

1. Provide information and assistance to individuals with exceptional needs and to their parents.
2. Provide consultation, resource information and material regarding individuals with exceptional needs, to their parents and to regular staff members.
3. Coordinate special education services with the regular school programs for each individual with exceptional needs enrolled in an integrated program.
4. Monitor pupil progress on a regular basis, participate in the review and revision of individualized education programs, as appropriate, and refer pupils who do not demonstrate appropriate progress.
5. Emphasize basic skills for each pupil and, and at the upper grade level, academic achievement, career and vocational development and preparation for adult life.
6. Coordinate aide service.
7. Work with Student Study Teams as appropriate.
8. Specific assignment model
 - Student Study Team
 - IEPs and IEP Meetings: Prepare, Facilitate, Write, Manage and Monitor Within Legal Timelines
 - Pupil and Parent Conferences
 - Student Assessment
 - Record Keeping: Data Collection and Analyzation, Classroom Schedule and Inclusion Schedule
 - Instruction to the individual or to small groups
 - Assist in identifying pupil needs
 - Conference with aides
 - Evaluate course content, use appropriate modalities, strategies, and materials relative to the need and interest of the pupil.
 - Technology Use
 - CASEMIS Compliance

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

- | | |
|--------------------------|---------------------------------|
| 1 Seldom = Less than 25% | 3 Often = 51-75% |
| 2 Occasional = 25-50% | 4 Very Frequent = 76% and above |

4	a. Ability to work at a desk, conference table or in meetings of various configurations
4	b. Ability to stand and circulate for extended periods of time

4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students
4	d. Ability to hear and understand speech at normal levels
4	e. Ability to communicate so others will be able to clearly understand normal conversation
2	f. Ability to bend and twist, kneel and stoop, run and crawl
2	g. Ability to reach in all directions
2	h. Ability to lift 25 pounds
1	i. Ability to carry 50 pounds

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard classroom environment and outdoors as instruction requires. Comes in direct contact with students, office staff, and the public.

Immediate Supervisor: Principal

Assignment: Teacher Calendar

Salary: Certificated Schedule

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2/22/19