

Duty Statement

Special Education Professional

1. Teaches and instructs pupils with special learning needs in subject matter areas such as reading, language arts, social studies, mathematics, science, art, health, physical education & music. (Code 1)
2. May work in a departmentalized/team teaching program with other Special Education, SDC or RSP teachers. Responsible for implementing/monitoring full inclusion educational settings. (Code 1)
3. Assesses children in EL/ECSE programs. Coordinates EL/ECSE services for children and their families. (Codes 1, 3, 7)
4. Designs educational programs to meet individual learning needs and assists in implementing the various educational processes. Develops and implements IFSP and/or IEP's for identified students. (Codes 1, 7)
5. Coordinates and monitors the Medi-Cal services in IFSP's and/or IEP's for identified students. (Code 8)
6. Individualizes instructional process, adapts instructional delivery systems, and in-services instructional personnel pertaining to methodology and strategies designed to enhance the educational experiences of pupils experiencing learning disorders. (Code 1)
7. Reviews, analyzes, and evaluates the history and background of pupils with learning handicaps and aids instructional personnel in the assessment of these pupils. (Code 1)
8. Utilizes an adopted course of study, program instruction guidelines, and other materials in developing lesson plans and teaching outlines designed to remediate diagnosed learning dysfunctions. (Code 1)
9. Utilizes a variety of specialized methodology in teaching and instructing pupils and in providing assistance to other instructional personnel including remedial instruction, demonstration, and activity participation using a variety of educational equipment, materials, books, and learning aides. (Code 1)
10. Prepares, develops, and recommends a variety of instructional materials and aids appropriate to the instructional level of pupils with a wide range of mental, physical, and emotional disorders. (Code 1)
11. Identifies health needs of students and refers or monitors the appropriate Medi-Cal resources and/or programs to meet students' needs. (Code 4, 8)
12. Explains to parents/guardians the benefits and services available to children provided by the Medi-Cal/Healthy Families Program. (Code 4)
13. Provides individual and group instruction in remediating pupil learning disorders and effectively utilizes the time available for remedial instruction. (Code 1)
14. Explains the Medi-Cal/Healthy Family enrollment process to families who may be eligible for services. (Code 6)
15. Establishes and maintains standards of student behavior utilizing a variety of behavior modification, reinforcement and other positive behavior shaping processes which may include Medi-Cal health services. (Codes 1, 7, 8)

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16. Meets with administrators and teachers to discuss the health-related referral needs of an individual student, including recommendations about health services available to meet the needs of that student. (Code 4)
17. Meets with administrators and teachers to discuss, coordinate or monitor the ongoing health-related needs of an individual student, including recommendations about additional health services available to meet the identified needs of that student. (Code 8)
18. Records and reports appropriate analyses and perceptions of student progress and recommend change to pupils' individual educational plans. (Code 1)
19. Prepares, administers, scores, and records the results of criterion referenced and group standardized tests in evaluating pupil growth and progress. (Code 1)
20. Counsels, confers and communicates with parents, school, and district personnel concerning pupil progress and the interpretation of the various aspects of the pupils' individual educational programs which may include Medi-Cal health services. (Codes 1, 7, 8)
21. Arranges with classroom teachers for the placement of pupils in regular instructional processes in areas where they will achieve success. (Codes 1, 7)
22. Assists classroom teachers in the planning, creation, and maintenance of an effective learning environment through the utilization of functional and aesthetically conceived displays, exhibits, bulletin boards, and activity centers. (Code 1)
23. Assists in the selection and requisitioning of appropriate educational supplies, materials, books, equipment, and learning aids and ensures that budgetary guidelines are maintained. (Code 1)
24. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
25. Arranges for or provides translation services (oral, written or signing) that assist the individual with accessing and understanding necessary care or treatment covered by Medi-Cal/Healthy Families. (Code 12)
26. May work with general education teachers and administration regarding the mainstreaming of SDC students within a general education classroom so students may be placed in the least restrictive environment. (Code 1, 7)
27. May work with special education, other district staff, and families to schedule or arrange the transportation of students to Medi-Cal covered services. (Code 10)
28. Responsible for the physical and educational environment of the SDC classroom. Establishes and maintains a suitable room environment through proper control of heating, lighting, and ventilation. (Code 1)
29. Makes referrals for and/or schedules Medi-Cal covered services, but NOT including the state mandated health services. (Codes 4, 8)
30. Attends meetings on MAA program. Completes quarterly time survey forms. (Code 15)

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31. Attends collaborative meetings with other district employees, and community based or local governmental agencies, to develop strategies to improve the delivery and/or coordination of Medi-Cal covered services. (Code 14)
32. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
33. Coordinates, participates in or presents trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
34. Reviews school policies, procedures, or rules. (Code 16)
35. Provides general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
36. Evaluation of employee performance. (Code 16)
37. Completes work-related personal mileage and expense claims. (Code 16)
38. Attends or facilitates school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students). (Code 16)