Duty Statement

Special Day Class Teacher

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 SDC or RSP teachers. (Code 1)

3. May be responsible for implementing/monitoring full inclusion educational settings for students. (Code 1)

4. Identifies health needs of students and designs, develops, or refers to appropriate Medi - Cal resources and/or programs to meet students' needs. (Code 4, 8)

5. Consults with other professionals, both within the district and with outside agencies, concerning individual cases focusing on health and Medi-Cal services. (Code 4, 8)

6. Collaborates with other district employees, and community based or local governmental agencies improving or developing Medi-Cal covered services, to improve the delivery of Medi-Cal services for school population. (Code 14)

7. Responsible for educational assessment and remediation of students with learning disorders. (Code 1)

8. Works 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)

9. Will meet on a regular basis with teachers of mainstreamed students to ensure success of the mainstreaming process. (Codes 1, 7)

10. Works closely with Resource Specialists (RSP) regarding students that might need to transition to or from SDC and RSP programs. (Codes 1, 7)

11. Works with special education, other district staff, and families to schedule or arrange the transportation of students to Medi-Cal covered services. (Code 10)

12. Responsible for the physical and educational environment of the SDC classroom. (Code 1)

13. Develops and implements IEPs for identified students. (Code 1)

14. Writes appropriate goals and objectives for students through the I.E.P. team process. (Code 1)

15. Coordinates the duties of instructional aides. (Code 1)

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16. Arranges for or provides translation services (oral, written and signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)

17. Meets with families and/or guardians concerning student's medical needs, and refers to Medi-Cal covered services. (Code 4, 8)

18. Assists families with the Medi-Cal/Healthy Families application process. (Code 6)

19. Provides appropriate instruction, one-on-one, small groups, large groups or facilitating general education classroom participation if mainstreaming is appropriate, as prescribed by the IEP. (Code 1)

20. May provide in-service to general education teachers regarding the SDC program, or other related topics. (Code 1)

21. Attends general education and special education staff meetings. (Code 1)

22. Serves as administrative designee at I.E.P. meetings. (Code 1)

23. Attends meetings on MAA program; completes quarterly MAA time survey. (Code 15)

24. Performs other duties as directed by site administrators of student services. (Code 1)

25. Attends collaborative meetings to develop strategies to improve the delivery and/or coordination of Medi-Cal covered services. (Code 14)

26. Paid time off including paid lunches, breaks, jury duty, sick leave, bereavement or vacation leave. (Code 16)

27. Coordinates, participates in or presents trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)

28. Reviews school policies, procedures, or rules. (Code 16)

29. Provides general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)

30. Evaluation of employee performance. (Code 16)

31. Completes work-related personal mileage and expense claims. (Code 16)

32. 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)