Information Sheet - 05/08/2023 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.2

FR: Emily Stroup

DATE: May 5, 2023

RE: Proposed New Job Description - Preschool Autism Teacher, Special Education

The District is proposing the addition of the following Certificated position:

Preschool Autism Teacher, Special Education

Recommendation:

Approval of the Proposed New Job Title Update - Preschool Autism Teacher, Special Education

JOB DESCRIPTION

POSITION: Preschool Autism Teacher, Special Education
SALARY PLACEMENT: Certificated Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Possess a Bachelor's Degree from an accredited college or university with an emphasis in the appropriate field.
Possession of or qualification for a California Early Childhood Special Education (ECSE) Credential.

DESIRABLE QUALIFICATIONS AND EXPERIENCE:
Experience with severely handicapped; behaviorally challenged; and/or students with autism. Training and/or experience with or interest in discrete trial instructional strategies, alternative communication systems, and assistive technology.

SUMMARY OF POSITION:
Under the immediate direction of the Director of Special Education, is responsible for the academic, social and psychological growth of the students in the classroom. Collaborates with school personnel, parents, and community agencies to provide instructional programs and perform other duties directly related to this position description.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:

1. Plans, implements, monitors, and evaluates Individual Education Plans (IEP's) of each assigned student.
2. Prepares appropriate lesson plans and objectives based upon individual student's IEP goals and grade level expectations.
3. Coordinates students' inclusion into general education classes and activities as an inclusion facilitator/specialist.
4. Performs educational assessments in accordance with California State Standards, district policy, school programs and IEP goals.
5. Develops, implements, monitors and revises behavior support plans as required by students for educational success.
6. Prepares required student forms and maintains accurate student academic records, attendance records, and cumulative student progress and achievement records and reports.
7. Prepares reports as required by state and the district.
8. Participates in all state/federal review processes as requested.
9. Possesses ability to read, understand and carry out oral and written directions.
10. Participates in appropriate IEP planning/meetings and other meetings as required.
11. Performs other duties similar to the above in scope and function as required.
12. Develops, reviews, and maintains IEP files for each student in the caseload.
13. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of students.
14. Implements all duties in compliance with all state and federal Special Education laws

and mandates. Attends SST meetings upon request.

15. Follows required procedures, practices, and legal requirements.

DIRECTLY RESPONSIBLE TO:
Director of Special Education

PHYSICAL ENVIRONMENT:
Ability to work at a desk, conference table or in meetings of various configurations; stand and circulate for extended periods of time; see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students; hear and understand speech at normal levels; communicate so others will be able to clearly understand normal conversation; bend and twist, stoop, kneel, run and crawl; reach in all directions; lift and/or move to 25 pounds individually or with assistance; carry up to 25 pounds.

WORK ENVIRONMENT:
Ability to work at a desk, conference table or in meetings of various configurations. Ability to stand and circulate for extended periods of time. Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students. Ability to hear and understand speech at normal levels. Ability to communicate so others will be able to clearly understand normal conversation. Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions. Ability to lift up to 25 pounds and carry up to 25 pounds. Moderate to high stress level.

BOARD APPROVED:
TBD