

# SYLVAN UNION SCHOOL JOB DESCRIPTION

Exempt

**JOB CLASSIFICATION TITLE:** Classroom Teacher Pre-Formal Special Day Class

**Description of Position** Instructs and supervises while providing a special education program and classroom for students with moderate to severe disabilities and special needs in the least restrictive environment.

**Directly Responsible To:**

Site Administrator

**Essential Functions and Responsibilities:**

Essential functions and responsibilities may include, but are not limited to:

1. Instructs and demonstrates essential skills and information necessary for students to function as independently as possible in a pre-formal setting.
2. Prepares, implements and monitors Individual Education Plan for each child.
3. Plans, prepares and participates in Individual Education Plan meetings of students including all required reviews to ensure compliance with deadlines and other requirements.
4. Reviews on a regular basis student's progress in meeting academic, social and behavioral objectives and goals to determine if the student is making adequate progress on Individual Education Plan goals and continues to be placed in the least restrictive environment.
5. Maintains and updates complete records and data for behavior and academic progress.
6. Assesses and evaluates students and coordinates services when necessary.
7. Confers with parents and staff members as well as outside agencies and providers, as needed, on each student's progress.
8. Holds conferences and meetings with parents and/or guardians of students as well as staff members.
9. Provides programming that addresses perceptual, social and developmental skills to meet the student's emotional, social, behavioral, and physical needs as determined by the Individual Education Plan (IEP), in a pre-formal setting.
10. Provides whole and small group instruction as well as individual instruction in areas identified by the student's IEP goals.
11. Develops, implements and monitors student competencies that promote life skills including: personal hygiene, social skills, physical development and personal safety.
12. Directs programming, activities and responsibilities of paraprofessionals and any other individuals assigned to the classroom and or students in the classroom.
13. Prepares, implements and monitors mainstreaming/inclusion program, including activities and curriculum, for students mainstreamed in general education classrooms.
14. Evaluates, prepares and creates materials appropriate for students' programming and goals, in a pre-formal setting.
15. Attends and participates in professional development, training and staff meetings.
16. Participates in general education and special education school activities, where appropriate.
17. Acts as a liaison with school community personnel on behalf of his/her students.
18. Works as a teaching partner and/or on assessment team during the alternate session (morning or afternoon), when applicable.
19. Performs other related duties as assigned.

**Education Requirements and Preferred Minimum Experience:**

Valid California Teaching Credential or Teaching Permit authorizing service in special education.

Two or more years of successful teaching experience in special education is desirable.

**Physical Requirements:**

*The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions:*

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer or device screen/monitor.
4. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
5. Ability to speak clearly with the ability to be heard and understood on the telephone and other devices and in work site conversations.
6. Sufficient dexterity to manipulate small objects and print and write legibly as well as utilize technological devices.
7. Sufficient physical ability to reach horizontally and vertically with arms.

**Personal Qualities:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with staff and other stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and professionally with all stakeholders.
7. Ability to work collaboratively, think creatively, critically and problem-solve independently.

**Work Year:** Certificated Work Year Calendar

SEA Approval: Pending

Board Approval: Pending