

**Plumas Charter School**  
**Special Education Teacher**  
**Approved: October 2018**  
**Updated: March 2023**

**Description:**

The Special Education Teacher will provide educational services that include optimizing conditions for the academic and social growth of each student he or she serves. Specifically this teacher will provide specialized academic instruction utilizing appropriate strategies to identified students with disabilities.

**Duties Include:**

**Instructional:**

- Provide students with specialized academic instruction based on their unique needs resulting from their identified disabilities.
- Monitor individual student's progress utilizing data that reflects student performance on his or her IEP goals; adjust instruction as needed based on analysis of the data.
- Collaborate and schedule IEP meetings with required members.
- Participate as a member of the IEP team and provide input to the IEP Goals.
- Act as case manager/carrier for assigned students in SEIS.
- Engage and support all students in learning.
- Create and maintain an effective environment for student learning.
- Understand and organize subject matter for student learning.
- Assess and report student learning.
- Collaborate with general education teachers.
- Actively participate in curriculum improvement and other instructional programs within the school.

**Professional:**

- Share in the responsibilities for school activities.
- Participate in staff meetings called by school administration.
- Maintain professional competence through participation in inservice education activities provided by the school or district and/or self-selected professional growth activities.
- Maintain productive relationships with students, staff, parents, and the community.
- Communicate with parents through a variety of means: written notes and email, conduct conferences, report cards, class/school newsletters, and telephone contacts.

**Experience, Education and Qualifications:**

**Possession of:**

- Bachelor's Degree
- Valid, California Credential authorizing service in the specific special education setting to which the special education teacher is assigned
- Valid California authorization to provide classroom instruction to English Language Learners

**Knowledge of:**

- Current state standards and adopted curriculum, education code and relevant laws, school, District and SELPA procedures and protocols
- Techniques, learning theories, curriculum and vocational development, and current practices pertaining to students with disabilities

**Ability to:**

- Establish and maintain cooperative and effective working relationships with parents, general education teachers, and other service providers or agencies.
- Communicate effectively with parents, team members, staff, and agency representatives.
- Use and apply appropriate assessments, and analyze student data, and explain it to IEP teams.
- Develop and implement learning goals for students with learning disabilities.
- Organize and prepare IEPs and behavior and transition plans as appropriate;
- Develop, deliver, and monitor the effectiveness of specialized academic instruction
- Travel between school learning centers as needed.

**Reports to:**

Executive Director, Site Director and Student Services Coordinator

**Physical Demands:**

**Ability to:**

- Sit and stand for extended periods of time
- Travel to sites within Plumas County
- Stoop, extend, and reach
- Lift up to 30 pounds