

**MARIN COUNTY OFFICE OF EDUCATION  
SPECIAL DAY CLASS TEACHER  
Job Description**

**Brief Description of Position:**

In a Special Day Class setting, using specialized techniques, provides instruction in all academic and developmental areas to meet the individual needs of the students as determined by the Individual Education Program (I.E.P.) team.

**Duties and Responsibilities:**

**A. Progress of pupil toward the standards of expected pupil achievement.**

1. Assess individual student's current level of functioning to determine needs.

Quality Indicators:

- a. Selects appropriate assessment tools, makes necessary adaptations for the population, accurately administers, scores and interprets results.
  - b. Establishes rapport, provides a suitable environment and utilizes strategies to promote student performance.
  - c. Collects and reviews pertinent information from records, observations, parents and other members of the Individual Education Plan (I.E.P.) team.
  - d. Prepares a written report, which summarizes assessment results, areas of need and general observations in language understandable to all of the I.E.P. team.
  - e. Uses appropriate Marin Special Education Local Plan Area Management Information System (SELPA MIS) forms for reporting assessment results.
2. Develop goals and objectives appropriate to meet individual student's needs.

Quality Indicators:

- a. Participates with I.E.P. team members in identifying goals and objectives appropriate to the age and level of the student.
- b. Writes specific objectives developed from identified goals and assessment data, utilizing approved curriculum when appropriate.
- c. Uses appropriate Marin Special Education Local Plan and Management Information System (SELPA MIS) forms for recording goals and objectives.

- d. Attends and participates as a team member at I.E.P. meetings.
3. Maintain ongoing evaluation system for monitoring individual student's program and progress.

Quality Indicators:

- a. Provides ongoing information to parent, student, and school staff regarding student progress toward identified goals and objectives.
- b. Exchanges information from parent and school staff regarding student progress.
- c. Maintains records that measure student progress and program effectiveness.

**B. Instructional techniques and strategies used by the employee.**

1. Design and implement instructional programs to meet individual students' identified needs.

Quality Indicators:

- a. Integrates each student's goals and objectives into the classroom program.
- b. Utilizes appropriate materials to meet student's identified needs.
- c. Adapts teaching methods based on student's identified needs and sound principles of learning.
- d. Implements a program that provides continuity and consistency for students.
- e. Provides, when appropriate, mainstreaming opportunities.
- f. Establishes rapport, provides a suitable environment, and utilizes strategies to promote student learning.
- g. Utilizes strategies to promote in students a positive self-concept, self-awareness, self-discipline, responsibility and respect for others.
- h. Establishes and maintains standards and procedures which promote an effective learning environment.

**C. The employee's adherence to curriculum objectives.**

1. Demonstrate knowledge of and utilize established curriculum.

Quality Indicators:

- a. Writes specific individual student objectives utilizing approved curriculum.
- b. Integrates each student's goals and objectives into overall classroom program utilizing approved curriculum.

**D. The establishment and maintenance of a suitable learning environment within the scope of employee's responsibilities.**

1. Establish and maintain channels of communication with home, school and related agencies as necessary to the educational needs of individual students.

Quality Indicators:

- a. Develops and implements an ongoing system for communication.
  - b. Communicates effectively in written and oral language.
  - c. Maintains professional working relationships.
2. Provide consultation, formal or informal, to home, school and related agencies as needed.

Quality Indicators:

- a. Provides information and consultation as needed to promote understanding and acceptance of special day class students.
  - b. Provides necessary information and consultation pertinent to addressing specific student needs.
3. Maintain acceptable health and safety standards.

Quality Indicators:

- a. Has emergency procedures posted in classroom.
- b. Has knowledge of and updates student/staff emergency cards and notifies school staff of any changes.
- c. Maintains and has access to a complete first aid kit and emergency cards at all times.
- d. Implements knowledge of emergency procedures (i.e., fire drill, evacuation route, earthquake drill, first aid).
- e. Provides for appropriate student supervision for all school activities.
- f. Follows appropriate procedures regarding communicable diseases.

- g. Reports accidents and unsafe or unsanitary conditions.

**E. Employee's performance of duties and responsibilities.**

- 1. Participate in activities designed to promote professional growth.

Quality Indicators:

- a. Attends workshops, classes, inservices, conferences and/or other related professional activities.

- 2. Observe legal mandates.

Quality Indicators:

- a. Maintains confidentiality concerning information related to students.
- b. Observes timelines as specified for the I.E.P. process.
- c. Maintains appropriate student records.
- d. Observes legal requirements regarding suspected child abuse reporting.
- e. Maintains other records as required.

- 3. Direct assigned classified staff and volunteers.

Quality Indicators:

- a. Monitors, directs and effectively utilizes assigned classified staff and volunteers on an ongoing basis to carry out instructional program.
- b. Gives ongoing constructive feedback to staff regarding their performance.

**Supervision Received:**

Works under the direct supervision of a Program Manager.

**Position Qualifications:**

Holds a valid California Special Education credential for the specific area of specialization. Additional authorization (CLAD/SDAIE) for the instruction of English language learners required.