

**MARIN COUNTY OFFICE OF EDUCATION
DESIGNATED INSTRUCTION AND SERVICES TEACHER
Job Description**

Brief Description of Position:

At single or multiple sites, using specialized techniques, provides instruction and services required to meet the individual needs of students as determined by the Individual Education Plan (I.E.P.)

Duties and Responsibilities:

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

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

Quality Indicators:

- a. Consults, observes and recommends modification of regular program prior to referral.
- b. Selects appropriate assessment tools, makes necessary adaptations for the population and accurately administers, scores and interprets results.
- c. Establishes rapport, provides a suitable environment and utilizes strategies to promote student performance.
- d. Collects and reviews pertinent information from records, observations, parents and other members of the Individual Education Plan (I.E.P.) team.
- e. Prepares a written report, which summarizes assessments, areas of need and general observations in language understandable to all of the I.E.P. team.
- f. Uses appropriate Marin Special Education Local Plan and 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 date.
- c. Attends and participates as a team member at I.E.P. meetings.

- d. Uses appropriate SELPA MIS forms for recording goals and objectives.
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 with parent and school staff regarding student progress.
- c. Maintains records that measure student progress.

B. Instructional techniques and strategies used by the employee.

1. **Design and implement instructional programs to meet individual student's identified needs.**

Quality Indicators:

- a. Integrates each student's goals and objectives into the Designated Instructional Services Program.
- b. Utilizes and/or provides 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. Assists with mainstreaming opportunities when appropriate.
- 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. Implements specific individual student objectives utilizing or supporting approved curriculum.
- b. Integrates each student's goals and objectives into the Designated Instruction Services 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.

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 students.
- b. Provides necessary information and consultation pertinent to addressing specific student needs.

3. Maintain acceptable health and safety standards.

Quality Indicators:

- a. Has knowledge of student emergency information.
- b. Has emergency procedures posted in room where service is usually provided.
- c. Implements knowledge of emergency procedures (i.e., fire drill, evacuation route, earthquake drill, first aid).
- d. Provides for appropriate student supervision during periods of designated instruction services.
- e. Follows appropriate procedures regarding communicable diseases.
- f. Reports accidents, unsafe or unsanitary conditions.

4. **Provide service at all assigned sites.**

Quality Indicators:

- a. Establishes and maintains a schedule that reflects student's needs, caseload, schedules of other personnel, allotted time and space.

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 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 requirement regarding suspected child abuse reporting.
- e. Maintains other records as required.

3. **Direct assigned classified staff and volunteers**

Quality Indicators:

- a. Monitors, directs and efficiently utilizes assigned classified staff and volunteers on an ongoing basis to carry out assigned duties.
- 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.