

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	Education Specialist
<b>CATEGORY:</b>	Certificated Exempt
<b>REPORT TO (BY TITLE):</b>	Executive Director/Principal
<b>SALARY RANGE:</b>	Refer to Certificated Teacher Salary Schedule
<b>SALARY SCHEDULE:</b>	Certificated Contract
<b>WORK YEAR:</b>	10 Months

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**POSITION DESCRIPTION**

Under the general direction of the Executive Director/ Principal, the Education Specialist will provide an individualized education program for students identified with special needs that focuses on functional, academic, social, and critical skill development. All students are mainstreamed to the maximum extent possible.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

- Provide an individual education program for each student based on the student's IEP.
- Modify core curriculum materials to ensure that each student has full access to the range of subjects provided to other students at the same grade level; provide hands-on resources, technology, group interaction and delivery of key concepts.
- Provide group, small group, and individual instruction to meet the student's identified needs.
- Provide an appropriate classroom environment which will promote positive student behavior, attitudes, and social skills.
- Develop, implement, and maintain each student's Individualized Education Plan (IEP).
- Complete mandatory reporting as required by state and federal guideline.
- Complete special education paperwork accurately, according to regulations and on time.
- Conduct annual evaluation of student progress in revision of the student's IEPs.
- Conduct IEP meetings within mandated timelines.
- Make data-driven instructional decisions to improve student outcomes.
- Adapt lessons and instruct students for the purpose of implementing the IEP goals and meeting the special needs of students, developing appropriate academic, interpersonal and daily living skills.
- Maintain student attendance, progress records, report cards and progress toward IEP goals.
- Communicate and coordinate special needs evaluation and testing with the Executive Director/Principal and other Service Providers.
- Facilitate and attends a variety of meetings, including but not limited to, Staff meetings, IEP meetings and parent conferences.
- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.

- Collaborates with school personnel, agencies and community agencies (e.g. social service agencies, caretakers, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum
- Inspires and equips students to participate in extracurricular events.
- Assures that records of students with special needs are confidentially maintained. Maintains professional competence through participation in in-service education activities or self-selected professional growth activities.
- Assists other personnel within the Special Services Department as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties and responsibilities as assigned by the supervisor or designee.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Bachelor's degree including all courses needed to meet credential requirements; California Teaching Credential (Education Specialist);
- Cross-cultural Language and Academics Development (CLAD) Certification or Bilingual Cross-cultural Language and Academics Development (BLCAD) Certification or EL Authorization, NCLB Certificate of Compliance.

#### Ability to:

- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, communicate effectively in oral and written form, establish and maintain cooperative organizational, public, and educational community relationships.
- Be attentive to detail; meet deadlines and schedules; and work under time constraints.
- Design lesson plans using Common Core State Standards.
- Effectively teach students.
- Organize and present ideas effectively in oral and written form.
- Make skillful decisions.
- Be flexible and adjust easily to change.
- Maintain order in the classroom.
- Work with aides, teacher assistants, and other paraprofessionals.
- Integrate technology into the course of study.
- Operate a PC computer, word processor, copier, FAX, other office machines.
- Adhere to safety practices.

#### Knowledge of:

- Response to Intervention, Federal and state laws/regulations concerning special education.
- Stages of childhood development, principles, practices, trends, goals and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting special education, theories and strategies related to effective classroom management and instruction.
- Curriculum and instruction design and delivery systems specific to special education.