

Mountain View Whisman School District Human Resources Department	Job Title: Educational Specialist
Classification: Certificated	Date Reviewed: Date Revised:

Position Description

The Educational Specialist, under the direction of the Director of Special Education in consultation with the site principal, performs a variety of duties supporting the site's Special Education program. The Educational Specialist will provide instruction in the subjects required by the district and authorized by credential(s) utilizing a course of study adopted by the Board of Education and appropriate learning activities, guides, textbooks and other instructional materials provided by the district.

Qualifications

- Possess a valid California Special Education teaching credential
- Two years-experience in Special Education
- California Special Education Credential, area of Mild/Moderate or Moderate/Severe
- Ability to assess, prescribe, instruct, and evaluate the learning needs of individual students
- Ability to relate to children, staff and parents
- Knowledge of and experience with a variety of assessment tools and techniques
- Detailed working knowledge of the various exceptionalities.

Duties and Responsibilities

- Assists in identifying the students' needs through assessment
- Contacts the parent or guardian to obtain consent for assessments to be made, reviews program plans and secures permission for placement to be made in an instructional component
- Coordinates the writing of the students' Individual Education Plans (IEP)
- Participates with the Student Study Team in approval of instructional plans developed for each child.
- Provides instruction and/or service as required in the approved Individual Education Plan (IEP).
- Monitors implementation of the Individual Education Plan (IEP).
- Manage Instructional Assistants that fall under your program.
- Coordinates and consults with administrators, general education classroom teachers, parents, and support staff regarding instructional planning for individuals with exceptional needs.
- Consults with psychologists in establishing, maintaining, and coordinating Special Education services.
- Evaluates student progress, maintains necessary records indicating students' performance, and revises Individual Education Plans (IEP's) as appropriate
- Creates and maintains an effective learning environment in which positive self-concept and self- help activities are stressed
- Works closely with other Special Education staff, support personnel and general education teaching staff in the assessment and program planning process

- Develops and writes, with active participation of parents/guardians, individual educational programs to meet pupil needs
- Plans responsibilities for instructional assistants assigned to program
- Actively participates in in-service programs to develop professional competence
- Attends all staff meetings and participates in all school staff responsibilities

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 25 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

Supervised by: School Principal

Evaluated by: School Principal

The Mountain View Whisman School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. The Mountain View Whisman School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to Tara Vikjord at 650-526-3500, 1400 Montecito Ave., Mountain View, CA 94043, or tvikjord@mvwsd.org.