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| Mountain View Whisman School District<br>Human Resources Department | Job Title: Teacher on Special Assignment |
| Classification: Certificated  | Date Reviewed: 05/2022                   |

### **Position Description**

The Teacher on Special Assignment, under the direction of the Special Education Program Coordinator and Director of Special Education, supports special education and general education teachers in improving instructional practices and also plans and organizes curriculum and instruction to ensure that the instructional services respond to the needs of students with disabilities.

### **Qualifications**

- Possession of a valid California teaching credential required in a special education area.
- Minimum of 3-4 years of experience working with children with special needs.
- Knowledgeable in IEP writing and implementation.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated strength in effective classroom instruction and management.
- Demonstrated strength in implementation of lesson delivery and design with CCSS.
- Willingness to provide coaching and support for MVWSD colleagues on a daily basis.
- Willingness to receive coaching from district administration, district colleagues, and outside providers.
- Ability to work independently and collaboratively in an organized manner.
- Ability to make independent judgments, analyze difficult situations and make decisions.
- Ability to maintain cooperative working relationships with those contacted in the course of work.
- Possession and maintenance of a valid California driver's license required.

### **Examples of Duties & Responsibilities**

- ◆ Coaches staff who work with students with special needs.
- ◆ Confers with the Program Coordinator/Director of Special Education to organize curriculum development and activities.
- ◆ Assist with student schedules and create initial student schedules and substitute schedules as needed.
- ◆ Write student program and document progress and add lessons to individual program.
- ◆ Develop lesson materials as needed.
- ◆ Analyze lesson data for progress reports and probe new lessons.
- ◆ Conduct meetings with classified staff and parents as needed.
- ◆ Conduct classroom observations and documents as needed.
- ◆ Communicate and consult with teachers, therapists, classified staff, and parents.
- ◆ Support sites in Behavior Intervention Plan development.
- ◆ Attend IEP meetings as needed
- ◆ Meet with other supervisors and administration.
- ◆ Provide professional development to teachers, therapists, classified staff.
- ◆ Respond to email and phone correspondence promptly.
- ◆ Performs other related duties as assigned.

**WORK DAYS:** Based upon the yearly calendar for MVEA unit members plus additional days and hours (to be determined).

**WORK HOURS:** Based on the provisions of the collective bargaining agreement between the District and MVEA as follows:

- 40 hours, 5 days per week

- Starting and ending times established according to the following:
  - the needs of the special assignment
  - the mutual agreement of the coach and the supervising administrator

**COMPENSATION:** Instructional Coaches are subject to the compensation and benefit provisions of the collective bargaining agreement between the District and MVEA.

**Supervised by:** Superintendent or Designee

**Evaluated by:** Superintendent or Designee