

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **TEACHER OF THE SEVERELY HANDICAPPED (Preschool, Elementary, Middle School, Secondary, Post Secondary)**

#### **DEFINITION**

To provide directed learning experiences for students with severe cognitive disabilities and/or behavior disorders, with need for continued development of basic living and social skills as they occur in each curricular domain, and where there is the need of fostering independence with emphasis on the vocational domain and the transition process; coordinate the activities of aides and volunteers in various directed learning locations; assess and effectively manage student behavior and progress; and perform related instructional duties as assigned.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assess individual abilities and needs of students and provide appropriate levels of directed learning experiences.

Establish realistic and appropriate goals and objectives for each assigned student.

Design and effectively implement an appropriate learning program for each student.

Complete appropriate forms; attend and participate in student Individual Education Program meetings.

Instruct/train disabled students through modeling and demonstrating behaviors and providing physical assistance in the subject matter and/or towards remediation of a special disabling condition.

Adjust and individualize educational programs, including modifying an activity and creating adaptations, on an individual basis for the purpose of helping students to become as independent as possible.

Adapt the learning environment, such as by rearranging furniture, and prepare specialized materials to meet the needs of individual students.

Assist hands-on with students' self-care and basic living skills such as eating, toileting, dressing, and hygiene.

Evaluate, through observation, daily performances of each student using checklists and progress charts, and adjust directed learning activities accordingly.

Maintain accurate attendance and student progress data/records and submit necessary reports in a timely manner.

Establish and maintain effective communication with other instructional support staff members, parents, community agencies, employers, and the general public.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Modern and effective teaching methods, practices and techniques, including those within the domain of the required credential.

Applicable rules and regulations pertaining to the Special Education Program.

Design and implementation of effective specialized directed learning program appropriate for assigned students.

### **Skill and Ability to:**

Assess individual student needs, establish realistic and appropriate goals and objectives, and design and implement specialized learning programs.

Communicate orally and in writing sufficiently to express ideas, thoughts, and instructions clearly to students and staff.

Plan and conduct a system of continuous evaluation of each student's progress.

Maintain a suitable learning environment including appropriate planning and organization of classroom or related setting, and educational aids.

Collaborate effectively on inter- and intra-agency levels.

Keep accurate records and submit reports in a timely manner.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

## **EDUCATION AND EXPERIENCE**

*Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:*

### **Education:**

Possession of a Bachelor's Degree, supplemented by recent teaching experience including experience and/or training within the domain of the required credential.

### **License or Certificate:**

Possession of an appropriate California Teaching Credential (SH).

Possession of a valid Class C California Driver's License.

Insurability by the designed liability carrier for the Santa Cruz County Office of Education.

**SPECIAL REQUIREMENTS**

*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 essential functions. Essential duties require the following physical skills and work environment:*

Standing and walking short distances frequently on a daily basis; sitting, bending, twisting, squatting, and pushing/pulling regularly to occasionally; lifting 50 to 100 lbs. maximum with frequent lifting and/or carrying objects weighing 10 to 25 lbs. Frequent use of hands, vision, hearing, speech/language processes; physical strength and emotional stamina sufficient to organize and coordinate a variety of activities; ability to use a variety of special education materials and supplies, telephone, computer, wheelchairs, standers, walkers, orthopedic devices, teaching aids, files luggage cart, and automobile.

Assigned work is normally performed in a variety of settings including classroom, school, community, vocational, domestic, and recreation/leisure environments. Continuous contact is required with administrators, teachers, parents and local community agencies.

**Approval Date:** September, 1995.