

MONTEREY COUNTY OFFICE OF EDUCATION  
**TEACHER, PROGRAMS for the SEVERELY DISABLED  
SPECIAL EDUCATION**

CLASSIFICATION: Certificated  
SALARY LEVEL: Level I-1 to V-28

**DEFINITION**

Under direction, through individual and group instruction, assists pupils to fulfill their capacities for mental, physical, emotional and social growth; uses teaching techniques appropriate to stimulate their abilities and interests; uses special instructional procedures as necessary to meet the individual needs of severely handicapped pupils.

**SUPERVISOR**

Principal, Teaching Principal, Demonstration Teacher in Charge(Administrator in charge of Designated Program)

**POSITIONS SUPERVISED**

Classified Staff

**QUALIFICATION REQUIREMENTS:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXAMPLES OF DUTIES**

**ESSENTIAL DUTIES**

Develops and implements curriculum activities that correlate to the pupils' objectives; supervises and/or assists pupils in all levels of the program as directed by the supervisor; evaluates pupils utilizing criterion and/or norm-referenced tests that are appropriate to determine the pupils' functioning levels in the areas of communication, motor, social, self-help, academic, vocational education and cognitive skills; develops an appropriate IEP with specific content that contains measurable goals and objectives based on assessment, knowledge of child development, basic principles of learning and learning continuums; monitors learning and adjusts teaching strategies and activities accordingly; completes records accurately; prepares a written pre-planned daily schedule of pupil/ class lessons and activities; conducts all, pupil-related procedures in compliance with State regulations and time lines; attends staff meetings as called by the supervisor; maintains positive communication parents/ guardians; maintains safe environment; advocate for and facilitates mainstreaming or inclusion with age appropriate peers in regular program, community and job facilitation; develops and implements behavior management system; follows health and safety policy in caring for students basic needs and maintaining classroom cleanliness; supervises, provides inservice and assists in the evaluation of Instructional Assistants; on-site liaison with regular staff; serves on Disaster Preparedness Team; coordinates dispersement of medication as prescribed by doctor and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

**OTHER DUTIES**

Provides a positive environment in which to learn; assists pupils in developing vocational skills and sound work habits; maintains support services by discussion with supervisor; organizes room displays, bulletin boards and interest areas that are appropriate to pupil goals and interests using pupils' products; makes home and off-site visits as necessary; provides specialized health care procedures (i.e. seizures, catheters, special tubes) as per State regulations.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability

in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds alone and more with a two-person lift; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to chemicals, cleansers and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS**

### Education and Experience

- Bachelor of Arts degree from an accredited college or university
- California Teaching Credential authorizing performance of service within programs for the severely disabled
- Possess specialized techniques or skills pertinent to working with the severely disabled, such as training or experience in vocational education programming
- Experience working with severely disabled children

### Knowledge of

- Strong organizational and planning skills
- Knowledge of First Aid
- CPR Certification within six (6) months of employment

### Ability to

- Work cooperatively with a team
- Physically participate in activities outside the classroom, such as: the vocational education program, mainstreaming, swim program, recreational activities and field trips
- Handle information in a discreet and confidential manner
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing
- Exercise reasonable judgment in unusual circumstances
- Use sign language and finger spelling

## **DESIRABLE QUALIFICATIONS**

- Knowledge of child development levels
- Ability to use Signing Exact English (SEE Signs)
- Trained in Professional Assault Response Training
- Trained in disaster preparedness