

## JOB DESCRIPTION

April 2017

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **TEACHER, EMOTIONALLY DISTURBED PROGRAM**

#### **General Purpose:**

A Teacher, Emotionally Disturbed Program is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Emotionally Disturbed Program conducts the educational and emotional program for the children referred to and accepted into the Seriously Emotionally Disturbed Program.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Acts as case manager for students enrolled in his/her case load which includes but is not limited to: prepares future Individualized Education Plan (IEP) forms utilizing web based IEP system; receives and distributes reports for service provider unable to attend IEP; notifies administrator and/or staff regarding student information or assessment plans; co-chairs each IEP following a prescribed format; completes web based IEP paperwork within prescribed time period; and ensures delivery of a copy of the signed IEP to administrator.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Meets on a regular basis with parents or guardians of each student to work on parenting skills, family issues, and behavior contracts.
- Works closely as a team with all other members of the Seriously Emotionally Disturbed Program staff and Mental Health staff to develop program policies.
- Works closely as a team with all other members of the Emotionally Disturbed Program staff (Social Worker, Behavior Specialist, School Psychologist, etc.).
- Works closely with outside agencies (Police, Sheriff, Special Multi-Discipline Assessment and Referral Team (SMART), Children's Protective Services (CPS), etc.).
- Diagnoses and programs instruction for individual learners academically and socially as an on-going process.
- Implements and maintains pupil evaluations.
- Participates in a regular class transition program for each child who ready to return to a regular school program.
- Participates in professional growth activities such as classes, conferences, staff meetings, and visitations.
- Implements Non-Crisis Intervention.
- Requisitions materials and supplies in timely manner.
- Prepares reports uniformly required by the state and/or county.
- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies of the local district(s) as assigned.
- Uses effective classroom and/or behavior management techniques to achieve a safe and functional learning atmosphere for all students. This included creating appropriate displays, bulletin boards, and/or interests/learning centers and providing a more structured token economy system when necessary.
- Plans, coordinates, and monitors the work of the teacher assistant(s) in the classroom. Additionally, proves direction or training for the teacher assistants as necessary to support the individual needs of the students in the classroom.

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### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

#### **Experience:**

- Professional training and paid or volunteer experience working with individuals with disabilities.

### **Knowledge, Skills and Abilities:**

- Knowledge of subject area and current instructional methodologies and techniques associated with the Seriously Emotionally Disturbed child.
- Skills in administration, analysis, and interpretation of a variety of assessment measures.
- Ability to teach children in grade levels and age ranges as assigned.
- Ability to counsel pupils for vocational training.
- Ability to work with parents and community.
- Ability to function as a positive, contributing member of an educational team.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an appropriate California teaching credential authorizing specialized services to students with emotional disturbances.
- Must possess authorization to teach English Language Learners.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

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- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: 4-26-17

Human Resources: \_\_\_\_\_

Date: 4/19/17