

O'Farrell Charter School

POSITION DESCRIPTION

TITLE: Educational Specialist

Grades: TK - 12

DEPARTMENT: Administration

REPORTS TO: Principal/Superintendent

CLASSIFICATION: TK - 12

HOURS OF EMPLOYMENT:

(Grades: TK – 8) 7:15 A.M. - 3:15 P.M.

(Grades: 9 -12): 7:45 A.M. – 3:45 P.M.

BASIC FUNCTION:

To plan and carry out an effective educational program that will maximize learning for all students and contribute to their development into confident, competent and creative learners.

ESSENTIAL FUNCTIONS:

- Plan, communicate and carry out effective instruction to maximize learning for all students based on the California Standards for the Teaching Profession.
- Engage and support all students in learning by using a variety of instructional strategies and resources to respond to students diverse needs and by engaging students in problem solving a critical-thinking skills.
- Create and maintain an effective environment for learning that engages all students in purposeful learning activities and encourages constructive interactions among students. Establish and maintain standards for student behavior, managing routines, transitions, and instructional time effectively.
- Demonstrate knowledge of subject matter content and student development by organizing curriculum to maximize student understanding.
- Plan, monitor, and adjust instruction and design learning experiences for all students that reflect grade-level curriculum expectations and include a repertoire of instructional strategies.
- Assess student learning and communicate and exchange learning goals with students, families, and support personnel to improve academic progress.
- Develop as a professional educator by reflecting on the teaching practice, planning professional development, and pursuing opportunities to grow professionally.
- Demonstrate the mental and physical capabilities necessary to assume the responsibilities of independently teaching a classroom of students for the entire day.
- Possess and utilize strong organizational skills.
- Perform school-related responsibilities.
- Willingness to volunteer and participate in charter work groups.
- Perform all other obligations mandated by laws or Board policy, and other reasonable and appropriate tasks assigned by the Administration.
- Ability to foster a cooperative work environment.
- Write and maintain legally defensible IEPs.
- Be knowledgeable of Special Education law including timelines.
- Conduct meetings and evaluations within specified legal timelines.

- Case manage for special education students including collaboration with general education teachers, school psychologist, and DIS service providers.
- Co-teach in general education classrooms as needed/determined by caseload.
- Work closely with paraprofessionals to provide special education services to students on caseload.
- Ability and willingness to co-teach in an English Language arts classroom for two periods a day with full classroom curriculum, assessment and management responsibilities.

MINIMUM QUALIFICATIONS:

- Valid California Mild/Moderate Special Education credential
- Must hold or be eligible for NCLB Certification of Highly Qualified Teacher status
- CLAD/BCLAD/CTEL or equivalent
- Ability to read, write, speak and understand the English language
- Ability to analyze achievement data by studying, evaluating, and modifying current instructional practice to accelerate students' academic achievement.
- Ability to use technology in an effective manner for teaching, communicating, analyzing, and reporting.
- Experience with Excel, Word, email and web-based applications required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor classroom setting.

PHYSICAL 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 the essential functions.

- Sitting and standing for long periods of time and frequent viewing of computer screen and resource materials.
- Hearing and speaking to exchange information and to work with students, staff, administration, and families in person and on the telephone.
- Seeing to read and write, exchange emails, conduct work, prepare documents and evaluate student work.
- Lifting light objects up to 25 pounds and ability to manage and maneuver teaching materials, manuals, and other resources.

CLEARANCES:

Tuberculosis Clearance

Criminal Justice/Fingerprint Clearance