

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**TEACHER ON SPECIAL ASSIGNMENT
SPECIAL EDUCATION
COMPLIANCE, ACHIEVEMENT, & INTERVENTION SPECIALIST**

DEFINITION

Provide direct support and consultation to school site personnel and Individual Education Program (IEP) teams regarding compliance, curriculum, data analysis, instructional strategies, effective use of resources including instructional aides and appropriate pre-referral academic and behavioral interventions.

EXAMPLES OF DUTIES

- Support and assist IEP teams in the development and implementation of IEP's, including analyzing educational benefit.
- Mentor teachers regarding effective classroom management, including instructional and behavioral strategies, and the utilization of staff.
- Conduct ongoing training for special education teachers, instructional assistants, and other IEP team members regarding curriculum modifications, and behavior interventions for students with special needs.
- Utilize assessment and data information for effective IEP implementation of goals and objectives.
- Act as a resource for IEP teams on interpreting legal mandates, compliance, district policies and administrative regulations affecting special education.
- Assist other certificated staff and IEP teams with recording student progress, developing daily reports, creating behavioral schedules, and social skills curriculum for special needs students.
- Serve as a site resource to the pre-referral process and provide support in identifying early intervening services for students.
- Assist as a resource to other departmental administration, teachers, and parents regarding the District's special education procedures, guidelines, and appropriate program and service options.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, trends, fiscal and legal mandates, affecting all special education programs; planning and program evaluation strategies; procedures regarding curriculum and instruction design and delivery systems for academic and functional standards based curriculum; conflict resolution strategies, team building methods and techniques.

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QUALIFICATIONS (continued)

Ability to:

Plan, organize, and coordinate the implementation of special education programs at all grade/age levels throughout the district; lead IEP teams in developing strategies for curriculum and researched based interventions; develop and present staff development courses for teachers and staff on legal mandates affecting special education programming; evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions; communicate effectively in oral and written form to a variety of audiences; establish and maintain cooperative relationships with multiple stakeholders; comply with customer service standards, as outlined in Board Policy.

Education:

Must possess a valid California Special Education Teaching credential. Bachelor's degree; Master's degree desirable.

Experience:

At least five years of successful teaching experience in a variety of special education program settings