

**Sunnyvale School District**  
**Position Title: Special Education Teacher**

**Work days/month:** 187 Days/ 10 months

**Salary:** (<https://www.sesd.org/Page/719>)

Special Education Teachers receive an additional step on the Salary Schedule

**Basic Functions:**

Provide instruction in the subjects required by the district utilizing the course of study adopted by the Board of Education, appropriate learning activities, guides, textbooks and other instructional materials provided by the district.

**Essential Duties and Responsibilities:**

1. Determine student eligibility (which may include students from a private sector) through appropriate formal and informal assessments, for academic and other educationally related supports.
2. Facilitate the development and implementation of Individual Education Plans (IEP) that reflect analysis of assessment data and priorities, goals and objectives.
3. Manage caseloads in accordance with state and federal regulations.
4. Conduct Individual Education Plans (IEP) review and reevaluations of students in accordance with state and federal regulations.
5. Consult and articulate with staff and families about students with disabilities, including accommodations and modifications, and universal design for learning.
6. Assist students with eating, including serving snacks and meals to students, monitoring self-feeding students; and assisting when students have difficulty while eating.
7. Create and maintain a learning environment that reflects diversity and encourages constructive and productive interactions among students.
8. Provide instruction that reflects multiple perspectives and culturally responsive pedagogy.
9. Create and maintain a rigorous learning environment with high expectations and appropriate support for all students.
10. Design and deliver instructional plans that are focused on student mastery of standards.
11. Implement second language acquisition strategies to support English Learners.
12. Uses a variety of formative and summative assessment techniques to establish learning goals and to plan, differentiate and modify instruction.
13. Collaborate with colleagues and the broader professional community to support student academic and social emotional growth.
14. Establish and maintain an environment conducive to the intellectual, physical, social and emotional development of students
15. Continue to improve as a professional educator by engaging in district-approved and self-selected professional growth opportunities, and implementing best practices.
16. Actively participate in a continuous feedback system which may include: self-assessment, coaching, informal and formal observation.
17. Select and requisition books, instructional aids and instructional supplies, and maintain required inventory records within guidelines developed by the district.
18. Supervise students in a variety of school related settings.
19. Attend mandatory meetings (IEPs, SST, MTSS, staff, etc.)
20. Provide appropriate instructional strategies, and utilize district-provided resources and technologies to support the learning of all students.
21. Plan and coordinate the work of paraprofessionals as appropriate.

22. Coordinate and consult with administrators, general education teachers, special education teachers, parents and support staff regarding instructional planning for all students in the school.
23. Promote inclusion and awareness for all student groups
24. Maintain confidentiality and comply with governmental laws and regulations, as well as District and SELPA policies and procedures
25. Assure the safety of students by following health protocols and safety rules
26. Perform other duties as assigned by supervisor within the general scope of the job duties listed above.

**Knowledge:**

1. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
1. Social emotional and culturally responsive teaching practices
2. Positive behavior intervention practices
3. Special Education practices and policies
4. Basic computer skills including email and district applications.

**Abilities:**

1. Communicate professionally and clearly both verbally and in writing.
2. Work cooperatively with diverse staff, students, and community.
3. Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
4. Follow verbal and written instructions with minimal supervision and use good judgment.
5. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
6. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities
7. Accept direction and implement feedback.

**Education and Experience:**

1. Bachelor's Degree is required
2. Teaching experience at the TK-8 level is preferred

**Required Licenses & Certificates:**

1. Valid California State Teaching Credential
2. Valid English Learner Authorization or CLAD
3. Autism Authorization (if not included in credential) is required
4. Fingerprint clearance from the Department of Justice

**Working Conditions:**

**1. Environment:**

1. Indoor classroom, outdoor, and community-based settings
2. Occasional interaction with emotional, dissatisfied, or demanding individuals

**2. Physical Demands:**

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.

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.

3. Speak and listen for extended periods.
4. Sitting/standing for extended periods
5. Dexterity of hands and fingers to operate a computer keyboard and other office equipment
6. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies
7. Engage in sometimes strenuous activities with students including running, lifting, weight shifting, and positioning
8. Ability to lift and move up to **25** pounds

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not exhaustive of the duties performed or that may be performed by this position.

**3. Hazards:**

1. Challenging behaviors from students in states of dysregulation.
2. Potential for contact with blood and other body fluids.

**Terms of Employment:**

Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the Sunnyvale Education Association.

**Evaluation:**

Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Education Association.