

**POSITION:** Special Day Class – Teacher  
(Elementary School Site)

**DEPARTMENT:** Special Education Department

**HOURS:** Monday – Friday 8:00 a.m. – 3:15 p.m. (183 Duty Days)

**SALARY:** \$41,407 - \$71,374  
(Based on Post Bachelor Units, full time years of experience, Special Education Stipend, and Masters Degree Stipend if applicable)

**DEADLINE:** September 16, 2010 by 4:00 p.m.

**APPLICATION PROCEDURE:**

Submit FCOE certificated application, resume, formal letter of interest, three letters of recommendation, *(The three letters of recommendation must be dated within eighteen (18) months of the closing date of the position and must be signed by the author)* credential(s) (appropriate valid California credential, refer to Licenses & Experience requirements listed below) CBEST and transcripts to:

**FRESNO COUNTY OFFICE OF EDUCATION  
HUMAN RESOURCES  
1111 VAN NESS  
FRESNO, CA 93721-2000**

**BASIC FUNCTION:**

Under the direction of the Special Education Administrator, the Director of Special Education, and the Program Manager, to provide an instructional program in classroom and community-based settings for students with Autism Spectrum Disorders. Develop an Individual Educational Program (IEP) for each student. Provide direct supervision of student and classroom personnel. Assist in program planning and evaluation. Provide case management for each student and collaborate with support staff and agency personnel in implementing each student's individualized program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Submit personal goals and objectives as they relate to the program goals and objectives. Teach in a special day class basic education in keeping with each pupil's IEP.

Provide appropriate and creative learning experiences that focus on integrating and connecting standards-based core curriculum and the functional skill areas.

Provide proper student control and suitable classroom environment that creates a positive atmosphere for the learning of the individual child. This may include developing and implementing behavior plans.

Develop annual IEP's through the team process, utilizing the information through parent interviews and other assessment data as basic for the current student programs. Develop and implement Individual Transition Plans where appropriate.

Communicate with parents regarding student progress and convene IEP meeting as necessary to make adjustments.

Work closely and cooperatively with the Administrator, Director and Program Manager of Special Education, Designated instructional Services Personnel and community agencies to help provide a complete program for the individual pupils.

Communicate with and supervise the Paraeducator (s) under his /her direction regarding curriculum needs and other duties.

Adhere to guidelines established in the Fresno County Office of Education Standard Operating Procedures, the Special Education Procedure Manual and the employee/employer contract.

Perform health care duties as needed or required for students to participate in the educational program.

Collaborate with general education teachers for students who are integrated in general education settings.

Provide strategies and positive interventions for students with challenging behaviors. Maintain data collection and anecdotal records to substantiate student progress toward annual goals. Submit attendance and CASEMIS reports as required.

Staff individual students in accordance with established procedures. Adhere to schedules and duties as assigned at school sites. Provide daily schedule and substitute plans. Organize and maintain a neat, uncluttered, sanitary, safe, and aesthetically appealing classroom.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, theories, methods, educational trends, techniques and strategies pertaining to teaching students who have a diagnosis of Autism Spectrum Disorder; techniques and procedures regarding curriculum and instruction; program evaluation strategies; behavior management strategies; conflict resolution strategies and procedures; and impact of the disability on family interactions and development.

**ABILITY TO:**

Plan, organize, develop and conduct a comprehensive teaching and instructional program for children who have Autism Spectrum Disorders; techniques and procedures regarding curriculum and the use of specialized equipment; provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds; provide a motivating learning environment; communicate effectively in oral and written forms to a variety of audiences; establish and maintain effective working relationships with the special education team, parents and agencies.

**EDUCATION AND EXPERIENCE:**

BA Degree required; Special training and/or experience is desirable working with students who have a diagnosis of Autism Spectrum Disorder. Must possess a valid California teaching credential with Special Education authorization in the assignment in which you will be teaching or eligible for an Internship Credential; passage of California Basic Education Skills Test (CBEST) if applicable.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California teaching credential in one of the following areas:

Ryan: Specialist Credential in Special Education – Severely Handicapped

Clinical or Rehabilitative Services Credential in Language, Speech and Hearing with Special Class Authorization

Speech-Language Pathology Services Credential in Language, Speech and Hearing with Special Class Authorization

Education Specialist Instruction Credential – Moderate/Severe Disabilities

EL Authorization (CLAD/BCLAD;SDAIE;ELA or equivalent)

Valid California driver's license, incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by the Fresno County Office of Education.

This position requires a pre-placement medical assessment (paid for by FCOE) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

Incumbents must obtain a valid defensive driving certificate issued by an authorized agency within one year of date of hire. Incumbents must obtain a valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment and/or Community Based settings; Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting, standing or walking for extended periods of time. Manual dexterity and coordination sufficient to operate classroom equipment and to lead students in motor skills development activities; handle and/or feel; reach with hands and arms; hearing and speaking sufficient to communicate with students teachers, staff and parents; seeing to read a variety of materials; bending at the waist, kneeling or crouching; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

*The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.*

**HAZARDS:**

Abusive and potentially harmful outbursts from students; possible contact with blood and other body fluids.

**APPLICANT NOTE:**

The first part of the selection process will be an evaluation of education/ training and experience. The information you provide will be used by a committee of technical experts to evaluate your overall qualifications for this position. Based on the results of the evaluation process, the top-scoring candidates will be invited to participate in an oral interview. Should you require disability-related accommodations for the interview, please request assistance in advance.

*Please submit one application per position. Letter of intent or resume will not be acceptable in lieu of application.*

*Date Printed: September 2, 2010*