

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Special Education – Inclusion Specialist
SALARY PLACEMENT:	Certificated Salary Schedule Rocklin Teachers Professional Association

SUMMARY:

Case manager of special education students, provides resource services to students, and consults with teachers and paraprofessionals in the planning, execution, and documentation of various interventions for students with disabilities that allows for successful participation in the least restrictive instructional setting, including, but not limited to, a general education classroom.

Works collaboratively with the IEP team to devise effective interventions and on-going evaluation and coaching; provides support and training to general education staff serving students with special needs; performs related duties as assigned.

SUPERVISOR:

This position reports directly to the Director of Special Education/Special Programs

SUPERVISION OVER:

Classified staff and interns as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Provide training and consultation in the implementation of instructional and behavioral interventions for students with disabilities.
2. Provide case management for students whose Individualized Educational Plan service includes inclusion services.
3. Provide direction in the collection and interpretation of data so accommodations and modifications can be made to the instructional program, including modifications to the Board adopted curriculum for multiple grade levels.
4. Attend student's IEP meeting and collaborate with team in the development of student goals and services.
5. Assist in the development and implementation of behavioral plans.
6. Communicate with parents and staff regarding student progress.
7. Observe instructional settings in order to make recommendations of support needed for student success.
8. Assist in meetings and development of activities to ensure successful transitions take place between instructional settings.
9. Provide assistance and support to staff members.

10. Provide training to paraprofessionals on appropriate interventions to maximize student independence across instructional settings. Train and supervise program paraprofessionals.
11. Collaborate with a multi-disciplinary team on student needs.
12. Serve as a resource to site needs.
13. Maintain a monthly service log for students on caseload.
14. Attend all appropriate staff meetings, in-services, and workshops for teachers and other related professional meetings.
15. Willing to work at more than one school site
16. Willing to work additional hours periodically
17. Willing to travel locally

KNOWLEDGE AND SKILLS:

- Knowledge of best practices and laws governing students with disabilities; skill in communicating assessment results both orally and in writing; interpersonal communication, consultation, and group leadership skills necessary to work effectively with students, parents, teachers and administrators
- Skill in public speaking, designing presentations and trainings for small and large groups of school professionals
- Knowledge of District and state curriculum
- Data-gathering methodology
- Knowledge of Special Education laws and procedures
- Ability to understand and implement complex oral and written directions given in English
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
- Effective consultation skills

EMPLOYMENT STANDARDS:

A valid California Special Education Teaching Credential authorizing resource services to special education students. Master's Degree in Special Education or a related field is desirable.

EXPERIENCE:

Three (3) years of successful experience in school settings – preferably in the area of special education.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

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.

- Sufficient vision to read printed materials
- Sufficient hearing to conduct in person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups
- Physical mental and emotional stamina to endure long hours under sometimes stressful condition
- With or without the use of aids

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. -

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: May 7, 2014

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.