

## STOCKTON UNIFIED SCHOOL DISTRICT

### CURRICULUM SPECIALIST, SPECIAL EDUCATION

#### DEFINITION:

Under direction of the Special Education Administrator, the Curriculum Specialist, Special Education will provide leadership in the review and implementation of district adopted programs, curriculum materials, instructional materials and staff development specific to special education, as well those used by general education. The Curriculum Specialist, Special Education will also provide in-class assistance through demonstration and peer-coaching; participate in curriculum committees; provide support to teachers and administrators; and provide professional growth activities. The Curriculum Specialist, Special Education will support new and designated special education teachers in the areas of IEP development, compliance and adherence to SELPA policy/procedure and applicable legal guidelines regarding instructing student with special needs. The Curriculum Specialist, Special Education will plan and implement training programs and special projects and may have some responsibilities during the summer.

**EXAMPLE OF DUTIES-(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

Assist in planning and implementation of district adopted programs. **E**

Work directly with instructional staff in improvement of instruction through demonstrations, class visitations, individual and group workshops. **E**

Assist in selection, evaluation and adaptation of materials for classroom use. **E**

Assist in planning, induction and implementation of a comprehensive district adopted curriculum. **E**

Train new and experienced teachers in the use of SEIS, WJIII/IV and other special education related assessments and curriculum. **E**

Train new and veteran special education staff in IEP development. **E**

Coordinate with IEP service providers. **E**

Visit classrooms and demonstrate activities as needed. **E**

Maintain records, and develop reports related to student achievement and IEP development, progress and compliance. **E**

Maintain frequent contact with administrators, teachers, and specialists in relation to adopted curriculum. **E**

Maintain regular and prompt attendance in the workplace. **E**

Perform other related duties as required.

## QUALIFICATIONS

### Knowledge of:

- Research-based instructional methodologies and techniques.
- District adopts general education and special education curriculum.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Principles and practices of effective staff development for adults.
- Applicable laws, codes, regulations, policies, and procedures.
- Social, behavioral, and academic needs of students with special needs.
- Individuals with Disabilities Act and the IEP process.
- Developmental disabilities and handicapping conditions.
- Typical and atypical child development.
- Current educational resources, program evaluation, and program effectiveness.

### Ability to:

- Coordinate programs and services.
- Assess student skill areas and behavioral/academic challenges.
- Understand and relate to students with exceptional needs.
- Share and demonstrate knowledge of various instructional techniques and effective practices.
- Plan and implement quality in-service programs for adults.
- Prepare and maintain a variety of comprehensive reports, records, and files.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures.
- Operate a variety of office equipment including computer and assigned software.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
- Utilize interpersonal skills using tact, patience, courtesy, and respect.

### Education and Experience:

Master's Degree and/or equivalent experience; a minimum of four (4) years of successful teaching experience and possession of a valid California credential in either elementary or secondary education.

### License, Certificates and Other Requirements:

Must possess a valid California Driver's License and evidence of insurance.

## WORKING CONDITIONS

### ENVIRONMENT:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.

WORKING CONDITIONS (continued)

HAZARDS

- Contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment.
- See and read a computer screen and printed matter with or without visual aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull.
- Lift and/or carry up to 25 lbs. at the waist for short distances.

Salary Placement

Regular teacher's salary schedule w/ Special Education Stipend

Bargaining Unit: STA

Work year 202 days; 8 hours – 20 minutes per day

Board Approved: 8/12/14 (revised 1-27-16)