



CERTIFICATED JOB DESCRIPTION
CAJON VALLEY UNION SCHOOL DISTRICT

EDUCATION SPECIALIST

DIRECTLY RESPONSIBLE TO
Site Administrator

- Assist in transferring students in and out of wheelchairs, braces, and other types of orthopedic equipment as necessary; assure the safe use and operation of orthopedic equipment
- Perform observations, conduct assessments and participate in IEP meetings at private and/or Non-Public schools as necessary
- Maintain accurate information in district Special Education Information System (SEIS), including but not limited to: caseloads, affirmed IEPs, uploaded reports/documents
- Maintain legally compliant, organized special education files containing original signatures
- Accurately follow district student attendance reporting procedures
- Administer required district and state assessments with accommodations and modifications as necessary
- Attend faculty meetings, in-service meetings, team meetings, grade level meetings, and/or department meetings as required
- Participate in adjunct duties as equitably assigned
- Supervise students in out-of-classroom activities during the assigned working day as required

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child growth and development and behavior characteristics of elementary students
- Federal and state laws and regulations surrounding the provision of special education services
- Principles, theories, techniques and best practice strategies pertaining to the teaching and instruction of students with special needs
- Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to students with disabilities
- Behavior management and behavior shaping strategies, techniques and methods and conflict resolution procedures
- Technology, including computers, computer programs, and multimedia devices
- Socio-economic and cultural background differences of the general school population

ABILITY TO:

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- Seeing to read, prepare and review a variety of reports and to monitor staff and student interactions

JOB REQUIREMENTS

Education Specialist: Mild/Moderate or Behavior Intervention requires an Education Specialist: Mild to Moderate Credential w/ an Autism Authorization. (Special Education Learning Handicapped Credentials are acceptable with Autism Authorization **and** Resource Specialist Authorization.)

Education Specialist: Moderate/Severe requires an Education Specialist: Moderate to Severe Credential or a Special Education: Severely Handicapped Credential. (Moderate to Severe and Severely Handicapped Credentials include Autism Authorization.)

Education Specialist: Preschool or Infant requires an Education Specialist: Early Childhood Credential (Early Childhood credential includes Autism Authorization.)

SALARY

In accordance with the