



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:

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