

**JUNCTION ELEMENTARY SCHOOL DISTRICT  
CERTIFICATED JOB DESCRIPTION**

**TITLE OF POSITION:**

**SPECIAL DAY CLASS TEACHER**

**Approved: 11/12/2020**

- A. **Primary function:** To provide an educational program for students who for some reason of exceptionality must be placed in an environment conducive to effective individual diagnosis, prescription, correction, and re-evaluation.
- B. **Directly responsible to:** Principal
- C. **Staff assigned:** Assigned classified personnel
- D. **Assigned responsibilities:**
1. Abides by the mission statement, policy manuals and employee handbook.
  2. Recognizes the need for good public relations and positive relationships and communication.
  3. Knows the California State Standards and uses them in planning and teaching.
  4. Aids the child to establish and maintain a positive self-concept leading toward the Formation of habits that enable the child to understand self and to enable the child to get along with others.
  5. Establishes individual goals for each child in conjunction with applicable ancillary services; i.e., administrators, regular classroom teachers, psychologist, speech therapist, nurse, etc.
  6. Provides a suitable learning environment conducive to the development of the child's maximum capabilities.
  7. Develops lesson plans and provides instruction or training in all basic academic skills and content areas where applicable.
  8. Evaluates and makes periodic reports on the personal adjustment and achievement of pupils in cooperation with applicable ancillary pupil personnel.
  9. Provides counseling to other staff members regarding the remedial or enrichment processes and difficulties involved in working with the exceptional child.
  10. Integrates the program for the exceptional child with the total education program of the district.
  11. Counsels and confers with parents and appropriate pupil personnel.
  12. Trains, supervises, and evaluates the instructional aides assigned to the classroom and participates in the selection of said instructional aides.
  13. Maintains proper control and discipline in a positive manner by establishing good, wholesome rapport through healthy, human relationships between individuals involved in the learning processes and in accordance with district policy and procedure.
  14. Administers group standardized tests.
  15. Assumes responsibility for a reasonable amount of non-teaching activities such as directing of extra-curricular work, teachers' meetings, professional study, in-service training, curricula revision, student supervision, and other similar activities.
  16. Plans, coordinates, and evaluates the work of instructional aides, teacher assistants, and other assigned para-professionals.
  17. Affirms/attests IEP's in SEIS; Acts as case manager.
  18. Informs the administration if unable to fulfill any duty assigned. Prepares adequate information and materials for a substitute teacher.
  19. Practices workplace health and safety and reports workplace health or safety hazards.
  20. Knows the procedures for dealing with issues of an emergency nature.
  21. Performs other related duties as assigned.
  22. Conducts behavior according to Professional Standards and ensures all behavior complies with District policies and procedures set by the Governing Board.

23. Cooperates with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

E. Minimum Qualifications:

1. Appropriate valid California credential.
2. Appropriate experience is desired.

F. Work Year/Hours: Certificated work year; 8 hours per day

G. Physical Activity Required to Perform Job:

Physical Stamina: Standing 75 %    Walking 15%    Sitting 5%

While performing job, employee is required to:

Frequently: Stoop/Bend, Kneel, Listen, Talk, Visually Scan,

Occasionally: Twist, Squat, Lift 10 pounds or more, Reach above or below shoulder height, Climb Stairs, Climb Ladders, Walk on uneven ground, crawl

Ability to work in a variety of environments due to various weather conditions and locations. Working environment includes indoor settings such as classrooms, offices, teacher's lounge, gymnasium, and library; outside settings include playgrounds, athletic fields, and parking lots.