

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**  
Office of Personnel Services  
CERTIFICATED JOB DESCRIPTION

**Educational Specialist, Mild-Moderate Teacher, Classroom**

Under the supervision of the principal, the Educational Specialist Mild-Moderate teacher plans, organizes, presents, and evaluates a program of meaningful instruction to students in the areas assigned, is a positive and collaborative member of the school, grade level and department team, making positive contributions to the overall success of the school and students. The Educational Specialist Mild-Moderate teacher performs adjunct duties and job responsibilities necessary to the successful operation of the school and district.

**Duties and Responsibilities:**

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Provides highly effective instruction to meet the State Standards, District goals, school objectives and Individual Education Plan (IEP) goals by incorporating a wide variety of instructional techniques, strategies and media, consistent with the District expectations for higher levels of performance in a variety of instructional settings.
4. Prepares lesson plans and instructional materials that meet individual student goals and demonstrate appropriate preparation for effective instruction utilizing district and state approved textbooks and curriculum.
5. Monitors and adjusts instruction using ongoing formative and summative data to improve student learning.
6. Conducts student assessment and evaluation consistent with District policy and utilizes results to improve student learning based on the IEP.
7. Establishes and maintains standards for student behavior that provide a safe and optimal learning environment.
8. Attends and implements district professional development that is then reflected in classroom instruction and student learning.
9. Collaborates effectively with other staff members to analyze data, and to provide consultation and materials regarding Special Education students to General Education staff members and support personnel.
10. Completes, in a timely manner, all needed and required IEP team meetings, transition meetings, documents and maintains records of student progress to towards individual IEP goals.
11. Uses technology to support and enhance student learning and communicate regularly with staff and parents.
12. Establishes and maintains positive relationships and open communication with students, teachers, staff, parents and the community at large.
13. Attends and participates in scheduled meetings and events, and accepts reasonable share of responsibility for the general operation of the school program.
14. Demonstrates sensible precautions in the educational environment such as classrooms, school grounds, hallways, restrooms, assemblies, and field trips, to protect students, equipment, materials and the school site.
15. Maintains accurate records as required by law, policy, and regulations.
16. Upholds and enforces school rules, administrative regulations, Board policies, Title V, and the Education Code.

Revised August 30, 2017

JobDescription/Educational Specialist Mild-Moderate Teacher