



Job Title: Education Specialist

Department: New Directions School

Reports To: School Principal

Status: Exempt, Regular

Hours: School-Year Full-Time

JOB SUMMARY: This position provides direct instruction to a multi-grade class of 8-12 students using a relational, trauma-informed approach to implement curriculum according to the learning styles of each individual student.

ESSENTIAL FUNCTIONS:

- Develop goals and objectives for multi-graded classes.
- Implement Individual Education Programs (IEP) for all students.
- Provide direct instruction and services to students.
- Monitor student progress as it relates to established IEP's.
- Work as a member of a trans-disciplinary team for planning and implementing data based instructional programs.
- Develop transition plans to move students to targeted integrated or community based activities, and/or transition to adult lifestyles.
- Provide a thorough assessment and diagnostic process for an individualized instructional program.
- Provide information and support to parents and families when appropriate.
- Maintain accurate reports, records and files on individual students.
- Assist in identifying, developing and implementing appropriate use of resources for instructional application.
- Maintain effective working relationships with parents, school personnel, and other agency staff.
- Ensure a safe and healthful environment for all students in programs adhering to all applicable laws, codes, and County Office policies.
- Perform related duties as assigned.



KNOWLEDGE, SKILLS AND EXPERIENCE:

- Broad background, extensive knowledge and practical application of principals, practices, methods and strategies applicable to students with serious emotional disturbances or mild to moderate handicaps.
- Demonstrates ability to organize, prioritize, and deliver a variety of instructional strategies.
- Expresses ideas and concepts clearly and concisely in both oral and written form.
- Demonstrates ability to establish and maintain cooperative working relationships with students, teachers, staff, and parents.
- Ability to work with acting out and disturbed students, in a highly structured behavioral program.
- Knowledge of interagency relationships and effective methods of program coordination.
- Knowledge of laws, codes, and regulations as they relate to special education.
- Personal qualities of leadership, integrity, fairness, optimism, self-confidence, persistence, and vitality.

REQUIRED CERTIFICATION:

- Mild to Moderate Special Education Certification or Provisional Certification.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.