



child parent institute

*building brighter futures for our children and families*

3650 Standish Avenue, Santa Rosa, CA, 95407 | (707) 585-6108  
[www.calparents.org](http://www.calparents.org)

**Job Title:** Education Specialist

**Department:** New Directions School

**Reports to:** School Principal

**Status:** School-year, full-time, exempt

**Compensation:** \$45,000-\$64,000 DOE

**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.

### **Essential Competencies:**

- 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.

*Our mission is to end child abuse and strengthen the health of children, parents and families.*



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- 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.

CPI is an equal opportunity employer. To apply, send a cover letter and resume to [humanresources@calparents.org](mailto:humanresources@calparents.org).

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