

# BIG PICTURE EDUCATIONAL ACADEMY

## Job Description

<b>Position:</b>	Mild/Mod Special Education Teacher (Case Manager, RSP)	<b>Classification:</b>	Certificated
<b>Salary Range:</b>	Salary Schedule + SPED Stipend	<b>FLSA:</b>	Exempt
<b>Work Year:</b>	2024-2025	<b>Direct Supervisor:</b>	SPED Director

### **OVERALL OBJECTIVE/SUMMARY OF POSITION:**

The primary goal of the RSP Teacher is to provide specialized instruction and support to students with disabilities in order to help them achieve their educational goals. Resource Specialist Teachers work collaboratively with students, parents, general education teachers, and other professionals to develop and implement individualized education plans (IEPs) and provide targeted interventions and accommodations.

### **RESPONSIBILITIES:**

1. **Assessment and Evaluation:** Conducting assessments and evaluations to identify students' strengths, weaknesses, and specific learning needs. This may involve reviewing student records, administering tests, and gathering information from various sources.
2. **Individualized Education Plan (IEP) Development:** Collaborating with the IEP team to develop individualized education plans for students with disabilities. This includes setting appropriate goals, selecting specialized instructional strategies and accommodations, and determining the necessary support services.
3. **Specialized Instruction:** Providing direct instruction to students with disabilities in small groups or on a one-on-one basis. Resource Specialist Teachers utilize evidence-based instructional strategies and adapt curriculum materials to meet the individual needs of each student.
4. **Progress Monitoring:** Monitoring and assessing students' progress towards their IEP goals and making instructional adjustments as needed. Resource Specialist Teachers collect data, analyze student performance, and communicate progress to parents and the IEP team.
5. **Collaboration and Consultation:** Collaborating with general education teachers, parents, and other professionals to support inclusive practices and ensure the successful inclusion of students with disabilities in the general education setting. This may involve providing consultation, sharing strategies, and facilitating team meetings.

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6. Support and Intervention: Providing academic and behavioral interventions to address students' challenges and help them succeed in the classroom. This may involve implementing specialized programs, modifying assignments, providing accommodations, and teaching self-regulation strategies.

7. Documentation and Reporting: Maintaining accurate and up-to-date records of student progress, interventions, and services provided. Resource Specialist Teachers are responsible for completing required documentation, progress reports, and participating in IEP meetings.

8. Professional Development: Seeking out training in order to fine tune skills in IEP writing, working with specific disabilities, updated RTI practices is necessary in order for the RSP Teacher to stay up to date with current practices.

### **CREDENTIAL AND CERTIFICATION REQUIREMENTS:**

1. Bachelor's Degree in Special Education or a related field is required.
2. Valid California Mild/Mod Education Specialist Teaching Credential is required.
3. Crisis Prevention Intervention (CPI) Certification is preferred.
4. KTEA Assessment Training and experience is preferred.
5. Transition Planning for IEP Training is preferred.

### **QUALIFICATIONS AND EXPERIENCE:**

1. Experience with different types of disabilities, assessment methods and instructional strategies for students with diverse needs in the educational setting.
2. Strong understanding of evidence-based interventions and strategies for supporting students with diverse needs, with a minimum of 2 years experience working with students with diverse needs as an educator.
3. Fluency with communication and interpersonal skills to collaborate effectively with students, parents, teachers, and other professionals, specifically those on the IEP team.
4. Strong organizational and time management skills to handle multiple responsibilities and meet deadlines.

*Note: This job description is a general overview and may be subject to change based on the specific needs of the school or district.*

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### **KNOWLEDGE AND ABILITIES:**

#### **THE RSP TEACHER SHOULD HAVE KNOWLEDGE OF:**

1. Child and adolescent development, including cognitive, social, emotional, and behavioral aspects.
2. Special education laws, regulations, and processes specifically in the area of conducting evaluations.
3. Research and data analysis skills in order to properly obtain and analyze reliable data to inform decision-making and evaluate effectiveness of interventions.
4. A deep understanding of and respect for diversity and cultural differences, specifically of those in the community in which they serve. They must be able to provide culturally responsive services and consider cultural factors when assessing, supporting, and advocating for students.
5. Trauma, and its impact on the student's ability to learn in order to help educate and train staff in trauma informed interventions and teaching practices.
6. The curriculum and instruction being taught in the General Education setting in order to support students with academic intervention in line with what is being taught in their GE class.
7. Knowledge of behavior management techniques and positive behavior support strategies.
8. Knowledge of federal and state laws and regulations related to special education, including the Individuals with Disabilities Education Act (IDEA)

#### **THE RSP TEACHER SHOULD HAVE THE ABILITY TO:**

1. Take direction from and carry out duties given by the SPED Director.
2. Stay open to coaching from the SPED Director and implement necessary changes in order to properly benefit students.
3. Adhere to ethical guidelines and professional standards. This includes demonstrating integrity, maintaining confidentiality and prioritizing the rights and well-being of students.
4. Be flexible and adaptable to the needs of students as they may evolve and change. This includes being able to adjust their strategies, approaches and interventions based on specific student/family needs and circumstances.
5. Work collaboratively and delegate responsibility with the Lead paraprofessional in order to ensure students are receiving their service minutes consistently.

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6. Commit to ongoing professional development and to staying updated with current research and best practices in the field of special education.

7. Maintain confidentiality and adhere to ethical standards in all aspects of the job.

### **PHYSICAL ABILITIES:**

There are times when the RSP Teacher may need to step in and assist with maladaptive behavior from students on IEPs. This requires the physical ability to remove and/or restrain students in rare circumstances.

Typing and computer work and the physical ability to work at a computer (wrists, fingers, back and leg health) are required.

### **WORK ENVIRONMENT:**

Big Picture Elementary School and Big Picture High School are part of the public charter school of choice system. Our school currently has an enrollment of students with a history of family trauma, poverty, gang affiliation, behavior concerns and/or undiagnosed disabilities that require support. The environment has systems in place to keep students and staff safe but due to the special circumstances, the students require a level of patience and sensitivity.

The RSP Teacher works in a classroom where they work collaboratively with other service providers and paraprofessionals to support students on IEPs. They also push into GE classrooms in order to support students and provide intervention in that setting, as well. Co-Teaching with the GE teacher is also an option for the RSP Teacher, particularly in the HS setting.

### **RIGHT TO REVISE:**

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice. The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

### **EMPLOYEE CONSENT:**

I attest that I have read and received a copy of the above Job Description and can perform the functions of the job with or without accommodations. I agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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