

POSTED: DECEMBER 12, 2011



LOS ANGELES UNIFIED SCHOOL DISTRICT

TODAY'S Learners, Tomorrow's Leaders

Los Angeles Unified School District SELPA

TEMPORARY RESOURCE TEACHER, PROGRAM SPECIALIST (0780)

Primary Duties and Responsibilities:

Serve as a resource to schools under the direction of the Administrative Coordinator with duties that include but are not limited to:

- ❖ Assisting school personnel by supporting all programs related to students with disabilities including special education programs and services on school sites
- ❖ Consulting with school site personnel on special education policies, procedures, personnel, materials, resources, assessment, curriculum, and instructional strategies including behavior
- ❖ Providing professional development on a variety of special education topics in collaboration with general education partners
- ❖ Facilitating appropriate development and implementation of IEPs
- ❖ Collaborating with families to ensure that they have pertinent information related to all aspects of special education
- ❖ Understanding all district, state, and federal mandates as they relate to protections for students who receive special education services
- ❖ Temporarily performing duties as directed within the authorizations of any credentials held by the incumbent, during periods of critical personnel shortage or other emergency situations
- ❖ Preparing and maintaining accurate class lists, norm charts, and other required documentation as it relates to students with disabilities
- ❖ Support staff in service tracking so that services are accurately documented
- ❖ Supporting schools in the district validation review process
- ❖ Analyze data and apply the analysis to support the Division, Local Districts, Support Units, and staff in implementing appropriate programs for students with disabilities at all grade levels
- ❖ Performing other duties as assigned in accordance with the District/UTLA agreement

IMPORTANT NOTE: *For an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).*

Salary: *Teacher Preparation Salary Table; B-Basis + Differential at District's discretion; 221 days, 8 hour assignment (Subject to furlough days approved by the Board and/or Superintendent for the 2011-2012 school year.)*

Minimum Requirements: *(All minimum requirements must be met on or before the filing deadline. It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Administrative Selection Unit. For information on submitting your documentation, please call (213) 241-6886.)*

- ❖ Permanent certificated status with Los Angeles Unified School District
- ❖ Five (5) years of successful full-time certificated teaching experience, no less than three years of which must have been as a teacher of students with disabilities
- ❖ A valid Special Education Teaching Credential
- ❖ Ability to travel to other sites and locations throughout the LAUSD
- ❖ EL Authorization

Desirable Qualifications:

- ❖ Excellent interpersonal skills, experience and commitment to working collaboratively with students, parents, teachers, and administrators
- ❖ Knowledge of the Modified Consent Decree Knowledge
- ❖ Knowledge of the Individuals with Disabilities Education Act (IDEA), California special education regulations, and District special education policies and procedures
- ❖ Knowledge of District's instructional priorities
- ❖ Experience with District data systems, including Welligent, ISIS, SIS, and My Data
- ❖ Strong organizational and conflict resolution skills
- ❖ Strong presentation skills
- ❖ Excellent oral and written communication skills

DEADLINE: January 6, 2012– 5:00 P.M.

Faxed materials will not be accepted.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Application Procedures:

Assignment Limitation: The Teacher Adviser position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.

Interested candidates should submit a current letter of interest outlining the reasons the candidate considers themselves qualified for this position, a current resume (including employee number, if a current District employee), and list three confidential references including telephone numbers, including one that must be the current supervisor. Applicants are advised that meeting the minimum stated requirements does not assure an invitation to an interview.

Submit Materials to:

Division of Special Education
Attn: Nancy Franklin
Professional Development/Least Restrictive Environment
333 South Beaudry, 17th Floor
Los Angeles, CA 90017
(213) 241-6701