



education, and performs prescribed and limited work assignments; and performs other duties as required.

Distinguishing Characteristics:

This is the entry, trainee-level class designed to provide instruction and training in the basics of special education, and orientation to the organization, programs and policies of the employing agency. In addition, work assignments are routine and designed to promote the systematic development of an incumbent.

Examples of Duties:

Attends orientation and training sessions; learns the philosophy, principles and concepts of special education, and agency policy and regulations; performs limited work assignments in managing small groups of pupils, assisting in the preparation of instructional materials, providing individual assistance to students, etc.; prepares reports on assignments and completed training activities.

Knowledge and Abilities Required:

Knowledge of: Philosophy and methods of education and training; the learning process; child growth and development.

Ability to: Learn philosophy, principles and concepts basic to the work; learn the physical, learning, and emotional problems of the physically and mentally handicapped, and learn to deal effectively with them; work effectively with others.

SPECIAL EDUCATION TEACHER II

3.506

Duties Summary:

Conducts education and training activities and assists in overall classroom management; and performs other duties as required.

Distinguishing Characteristics:

This class represents work involving the development and presentation of lessons, and advanced training in program functions, activities and techniques. Assignments are performed initially under immediate supervision but supervisory control is lessened in given areas of work as experience is gained and competence is shown. Typically, a position at this level is

subordinate to a teacher in charge of a classroom situation and assists in overall classroom management.

Examples of Duties:

Receives continued on-the-job training and experience in program activities, techniques and classroom situations; reviews medical, psychological and social work reports, and recommends education and training implications; plans and develops lessons and teaching units for review, and conducts learning activities; assists in classroom management and may assume overall management as necessary; may supervise classroom assistants; participates in staff conferences and reports on resident students' behavior.

Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of the characteristics of the mentally retarded; philosophy, principles and concepts of special education.

In addition to abilities required at the next lower level, must have ability to plan and conduct classroom activities; understand the physical, learning and emotional problems of the physically and mentally handicapped, and deal effectively with them; learn to work in a team approach to habilitation and rehabilitation; learn educational measurements. Understand the limitations and abilities of the mentally retarded student.

SPECIAL EDUCATION TEACHER III

3.507

Duties Summary:

Conducts the education and training activities in an assigned classroom; and performs other duties as assigned.

Distinguishing Characteristics:

This class represents the level of work reflecting independent responsibility for an assigned classroom. Methods and activities are developed for effective presentation of subject matter and development of students, with full accountability for classroom management. Curricula guidelines are established and technical guidance is available as required.

Examples of Duties:

Develops lesson plans, visual aids, and other classroom materials; reviews medical, psychological and social work reports and determines education and training implications for assigned students; conducts learning situations, including excursions, and provides knowledge and develops fundamental skills and perceptions; works with and counsels students with behavior problems; evaluates students' progress and behavior, and participates in staff meetings, case conferences and seminars; cooperates with other staff members in integrating learning experiences and activities of students; may supervise classroom assistants or a lower-level teacher as necessary; requisitions and maintains supplies and equipment.

Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of the physical learning, and emotional problems of physically and mentally handicapped children; team approach in habilitation and rehabilitation; and educational measurements.

In addition to abilities required at the next lower level, must have ability to manage a classroom and conduct learning activities as related to special education; deal effectively with students and other staff members; make critical observations in areas of total development and progress of each child; prepare evaluation reports and participate effectively in staff conferences.

SPECIAL EDUCATION TEACHER IV

3.508

Duties Summary:

Plans, develops and conducts overall or specialized education and training activities; and performs other duties as required.

Distinguishing Characteristics:

This class reflects two types of positions:

- I. A position having responsibility for the day-to-day guidance, overall management and coordination, and evaluation of the several classroom situations in the regular education and training programs of an institution. Such a position may also be in immediate

charge of a classroom.

- II. A position having responsibility for an education and training program of a developmental nature involving particular learning theory, specialized methods, and resident students representing extremely difficult learning problems. It includes the supervision of several classroom assistants and may include a professional subordinate or two.

Examples of Duties:

- I. Initiates and integrates teaching units, and approves lesson plans and learning objectives for individual resident students recommended by classroom teachers; recommends placement of students; evaluates performance of subordinates and effect of activities on development of students; participates in case conferences and seminars, and conducts staff meetings; drafts budget requests for supplies and equipment, and recommends approval of requisitions; conducts the education and training activities of an assigned classroom.
- II. Formulates and recommends a program of instruction including curriculum, special methods, and programmed development of each student; instructs students and controls their behavior; directs classroom assistants and provides demonstrations; develops and directs data collection, and evaluates and validates the progress of students; prepares reports of activities and progress, and participates in case conferences, staff meetings and seminars; may provide consultation and demonstration to others; requisitions supplies and equipment.

Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of principles and practices of supervision.

In addition to abilities required at the next lower level, must have ability to direct and oversee the work of others.

SPECIAL EDUCATION TEACHER V

3.509

Duties Summary:

Directs and coordinates education and training programs; and performs other duties as required.

Distinguishing Characteristics:

This class represents the full supervisory level responsible for several programs of education and training under the general supervision of an administrator in charge of staff as well as student training programs. A staff of subordinates in several professional fields, and several subprofessional subordinates, are supervised.

Examples of Duties:

Plans, organizes and oversees student education and training programs; formulates curricula and approves lesson units; coordinates education and training programs with other therapy services; formulates or recommends budget requests; develops or arranges for specialized training for subordinates; directs and evaluates the work of subordinates; provides consultation and demonstration in education and training, as necessary; evaluates programs, prepares reports and participates in case conferences; may assist in institution-wide staff training activities, as necessary.

Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, must have knowledge of trends and developments in special education.

In addition to abilities at the next lower level, must have ability to direct and coordinate the work of others; plan comprehensive education and training programs, and evaluate accomplishments.