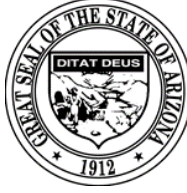


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Professional Temporary Special Education Teacher
OCCUPATIONAL CATEGORY: Professionals
DIVISION: Probation
EFFECTIVE DATE: 03/15/2019



CLASS CODE: J276
FLSA: Non-Exempt
SALARY RANGE: RA
STATUS: Unclassified

JOB SUMMARY

This is a non-benefits eligible "at-will" unclassified position. Under general supervision, performs professional and administrative work to juveniles enrolled in the Gloria Dusek Compass School located in the Mohave County Juvenile Detention Center.

REPORTS TO:

Juvenile Detention Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Work with special/general education students as a group or one on one in a classroom setting. Develop and implement plan to fulfill designated evaluation program eligibility requirements for student services as applicable in the school setting.
- Develop appropriate, daily special education lesson plans in alignment with students' education plan and Arizona Academic Content Standards, including instructional techniques that allow flexibility in adapting to individual learning styles and abilities.
- Review incoming student's education plan and other related special education paperwork to verify records are current and complete; maintain records for continued validity in meeting federal requirements.
- Revise and amend the student's education plan, as applicable to the school setting, to include sending out meeting notices, prior written notices, parent rights, and all other applicable paperwork regarding the addendum in accordance with federal, state, and local requirements.
- Respond appropriately in a timely manner to educational inquiries made from schools, legal guardians, and other relevant agencies while adhering to confidentiality regulations. Ability to respond appropriately to inquiries made from multiple agencies responsible for the student.
- Observe/screen students for possible special education needs and coordinate with the multi-disciplinary team to assess each referred student and create an evaluation program if student is eligible for services using the IEP-PRO Software.
- Maintains a cooperative partnership with detention and probation personnel.
- Maintains a cohesive school atmosphere conducive to learning and maintains adherence to classroom behavioral expectations and detention rules.
- Adheres to all detention policies and procedures.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.
- Attends state-wide trainings/conferences specific to Special Education.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies, procedures and legal terminology.

- Knowledge of the principles of file and records management.
- Knowledge of trends and practices in adolescent education.
- Knowledge of the Arizona Department of Education (ADE) Special Education Requirements.

Skill in:

- Skill in reading, understanding, interpreting Special Education Requirements as set forth by the Arizona Department of Education other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees and other having business with the courts.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Ability to establish and maintain cooperative working relationships with court employees, other court and non-court related agencies and representatives, and the public.
- Ability to work with and within a secure care setting and the willingness to adapt to working with students with varying degrees of educational functioning abilities.
- Ability to work under pressures handling problems and tasks that come up simultaneously and/or unexpectedly.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 20 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's degree in Education, Elementary Education, Secondary Education with a Special Education Endorsement or closely related field; three (3) years of relevant, progressively responsible teaching, instructional or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must possess and maintain State of Arizona Teaching Certification or have the ability to acquire the certification.
- Must obtain within sixty (60) days of employment and must maintain first aid/CPR certification.
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Minimum of 21 years of age.
- Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, psychological evaluation, and submit to and pass a pre-employment drug/alcohol screen.
- This is a safety sensitive position.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.
