

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education
Support Unit – East

November 4, 2009
Temporary Resource Teacher (0780)
PROGRAM SPECIALIST, ELEMENTARY
B Basis, 8-Hour Assignment

Teacher Preparation Salary Table and a responsibility differential at District discretion

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Unit Administrators, Support Unit East, the duties include but are not limited to:

- Facilitate appropriate placement in special education programs.
- Consult and advise school personnel regarding best practices in special education.
- Consult and advise school personnel in the areas of special education policies, procedures, personnel, materials, resources, assessment, curriculum, and instructional strategies.
- Provide staff development on a variety of special education topics.
- Participate in IEP meetings.
- During periods of critical personnel shortage or other emergency situations, temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are part of the class description requirements in effect at the time such duties are performed.
- Perform other duties as assigned in accordance with the District/UTLA Agreement.

MINIMUM REQUIREMENTS:

- Five years of full-time service in a certificated position, no less than three as a teacher of students with disabilities.
- A valid California Special Education Teaching Credential.
- Ability to travel to school sites throughout the District.
- Permanent District Status

DESIRED QUALIFICATIONS:

- Excellent interpersonal skills.
- Knowledge of the Individuals with Disabilities Education Act (IDEA) and California State special education laws and regulations.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Successful experience with small and large group presentations.
- Experience and commitment to working collaboratively with staff, parents, and the community.
- Knowledge of District special education policies, including due process and compliance procedures.
- Available to work Z-time.

APPLICATION PROCEDURES:

To be considered for this position, applicants must submit a resume (include employee number), a letter setting forth the reasons they consider themselves qualified for this position; and two recent letters of recommendation for this position; one from the current principal/(supervisor if not school-based). Applicants are advised that meeting the minimum stated requirements does not assure an invitation to an interview.

ASSIGNMENT LIMITATION:

The Temporary Resource Teacher position and the individual serving in this position is subject to annual review by the immediate supervisor; employees may serve in the position for a maximum of five consecutive school years.

DEADLINE: November 18, 2009 – 5:00 p.m.
FAXED MATERIAL WILL NOT BE ACCEPTED

Submit materials to:

Judy Moe, Unit Administrator, Elementary
Support Unit-East
333 S. Beaudry Ave., 11 floor
Los Angeles, CA 90017
Telephone: (213) 241-0101