

## **CUPERTINO SPECIAL EDUCATION TEACHER JOB DESCRIPTION/DUTIES**

### **BASIC FUNCTION**

Provide a special education instructional program to enable our students to function successfully.

### **ESSENTIAL DUTIES MAY INCLUDE:**

- Teach academic/pre-academic skills on the level of the student's emotional, physical and intellectual needs as determined by the individualized education plan (IEP) team; participate in the preparation of the IEP and implement written instructional plans for students.
- Provide individualized and small group instruction in academic areas and other areas as identified by student's annual goals and objectives.
- Develop student competencies that promote personal hygiene, social skills, physical development, safety skills, and vocational awareness, as needed by each individual student.
- Maintain current student files.
- Confer with parents and professional staff members on each student's progress.
- Responsible for instructing aides and other individuals assigned to the classroom in required procedures related to classroom operation.
- Attend workshops, staff meetings and in-services.
- As needed create materials appropriate to students learning level
- Assist students in developing acceptable student behavior, attitudes, social skills and sensory strategies
- Organize classroom materials.
- Develop and track data for progress reports
- Administer Basic First Aid and CPR as needed
- Familiar with State and Federal Special education policies

## **ABILITY TO:**

- Communicate technical information to parents in easily understandable terms verbally and in written form.
- Relate to parents and staff.
- Communicate clearly and concisely in oral and written form.
- Establish effective rapport with pupils.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.

## **EDUCATION AND EXPERIENCE**

Three years of experience working with students with disabilities, in particular Autism

## **CERTIFICATE REQUIREMENTS**

Valid AZ Special Education Certificate K-12, or ability to obtain one.

Complete the attached application and submit to [directorcupertino@gmail.com](mailto:directorcupertino@gmail.com)

Include your letter of intent and your resume.

Thank YOU!



# Cupertino Autism Academy

## Application

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ S.S.N.: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you resided at current address? \_\_\_\_\_

Prior Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you resided at prior address? \_\_\_\_\_

Are you over 18 years of age?  Yes  No

Have you worked for Cupertino in the past?  Yes  No If so, when? \_\_\_\_\_

Names of friend or relatives who presently work for Cupertino: \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

### Position Desired

Position: \_\_\_\_\_ Date you can start work: \_\_\_\_\_

Are you currently employed?  Yes  No If so, may we contact your current employer?  Yes  No

### Employment History and Educational Background

List your past three (3) employers, beginning with the most recent.

	Company	Address	Phone	Supervisor
1.				
2.				
3.				

List the past three schools you attended, beginning with the most recent.

	Name and Address	Years Completed	Did you graduate?	Major/ Degree
1.				
2.				
3.				

**General**

List any foreign languages you speak and check your level of fluency:

_____	<input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent	<input type="checkbox"/> Read	<input type="checkbox"/> Write

List any special skills/ abilities you have that can be applied to this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Security**

Have you ever been bonded?  Yes  No

If so, explain: \_\_\_\_\_

Have you ever been convicted of a felony within the past 5 years?  Yes  No

If so, explain (This will not necessarily exclude you from consideration): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Military**

Have you served in the military?  Yes  No Branch: \_\_\_\_\_

Served from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Rank: \_\_\_\_\_

Do you have any military commitment, including National Guard service that would influence your work schedule?  
 Yes  No

Are you a Vietnam veteran?  Yes  No Are you a disabled veteran?  Yes  No

Are you a special disabled veteran?  Yes  No

REASONABLE ACCOMODATIONS: In the event you believe you will need reasonable accomodations to assist you in performing your job, please contact your supervisor or human reources coordinator.

**Authorization**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falseified statements on this application will be grounds for dismissal.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_