

Pacific View Charter School

A California Public School and Nonprofit 501 (c) (3) Corporation

3670 Ocean Ranch Blvd., Oceanside, California 92056

Phone # (760) 757-0161

AGENDA

Special Board of Trustees' Meeting – Friday, May 25, 2018

3:30pm

- 1.0 Call to Order/Roll Call
- 2.0 Approval of Agenda Action
- 3.0 Pledge of Allegiance
- 4.0 Public Comment
- 5.0 Introductions
- 6.0 Personnel
 - 6.1 Psychologist Job Description Action
 - 6.2 Education Specialist Job Description Action
 - 6.3 Instructional Aide Job Description Action
- 7.0 Board/Staff Discussion
- 8.0 Adjournment

6.1



Certificated Position

Job Description: SCHOOL PSYCHOLOGIST

DESCRIPTION OF POSITION:

Provides direct psychological services to K-12 students. Assumes responsibility for providing support with the intervention process and consulting with the Student Support Teams (SST). Provide group and/or individual counseling for both general education and special education students for a variety of student needs.

DUTIES:

1. Collaborates with school staff including the school counselor, and social workers to provide crisis intervention for students and their families.
2. Conducts psycho-educational assessment and diagnoses of specific learning and behavior disabilities for students K-12.
3. Collaborates with parents and staff to design appropriate and necessary accommodations and interventions when special education or a 504 plan are not necessary.
4. Consults with school level teams to implement all levels of RTI and SST procedures, and student specific interventions as needed.
5. Serves as a member of school IEP team for initial placement, three-year reevaluations and change of placements. Act in the capacity of administrative designee at meetings on an as needed basis.
6. Provides Behavior Consultation for student by designing and implementing measurable behavior interventions.
7. Provides individual and/or group counseling for students with IEPs as identified in IEP individualized goals.
8. Collects and analyzes data related to school improvement, student outcomes, and accountability requirements.

9. Consults with administrative staff in formulating learning objectives for all students and in planning remedial programs and development of educational methods and procedures to facilitate learning.
10. Become knowledgeable of the PVCS Menu of Services to provide students and parents additional support through PVCS and other community resources. Be a contributing member of the staff and work as part of team toward school goals.
11. Serves in a liaison relationship between the school and community agencies to evaluate resources available to the school and to utilize all community resources.
12. Provides appropriate in-service training and consultative services to school staff to better understand behavior and learning patterns of students.
13. Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
14. Maintains confidentiality regarding all school and health-related issues.
15. May serve on at least one committee throughout the school year.
16. Supervise students on field trips.
17. Complete requisitions for instructional supplies as needed.
18. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

A valid California Pupil Personnel Services (PPS) Credential
MA/MS degree in Educational Psychology or related field
Bilingual – Spanish: fluently in both written and oral language highly desirable

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and making presentations.
Seeing to read a variety of materials.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

WORK ENVIRONMENT:

School office environment.

Constant interruptions.

Evening or variable hours.

WORK YEAR:

As per the salary schedule.

SUPERVISOR:

Executive Director

Board Approved:

6.2



Certificated Position

Job Description: EDUCATIONAL SPECIALIST TEACHER

DESCRIPTION OF POSITION:

Provides direct individual and small group instruction as a supplement to the regular or other special instructional programs in which student may be enrolled. Assumes responsibility for providing consultation, resource information and materials development as may be needed to address the instructional objectives established for students through the IEP process.

DUTIES:

1. Facilitates and assists the IEP team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
2. Provides advice on establishing and maintain an atmosphere and environment which lessens the impact of the student's handicapping condition.
3. Facilitates the student's mainstreaming process by providing support services to the regular and/or special education Personalized Learning Plan in keeping with IEP identified goals.
4. Administers appropriate educational assessment instruments and interprets data derived therefrom.
5. Assists in providing instructional leadership and coordination of special education services at the building level and within a program area.
6. Maintain professional competence through participation in in-service educational activities provided by the School and/or self-directed professional activities.
7. Confers frequently with certificated staff, psychologist, instructional aides and other professional staff concerning students' progress.
8. May plan and coordinate the work of instructional aides and resource volunteers.
9. Suggest appropriate instructional techniques that involve and motivate students.

10. Administer group standardized tests in accordance with state testing program.
11. Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
12. Become knowledgeable of the PVCS programs to provide students and parents additional support through PVCS and other community resources. Be a contributing member of the staff and work as part of a team toward school goals.
13. Stay up-to-date on curriculum content and “best practices”.
14. May serve on at least one committee throughout the school year.
15. Supervise students on field trips.
16. Complete requisitions for instructional supplies as needed.
17. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

A valid California Special Education Teaching Credential.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and making presentations.

Seeing to read a variety of materials.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

WORK ENVIRONMENT:

School office environment.

Constant interruptions.

Evening or variable hours.

WORK YEAR:

As per the salary schedule.

SUPERVISOR:

Executive Director

Board Approved:

6.3



Classified Position

Job Description: Instructional Aide

DESCRIPTION OF POSITION:

Provides assistance under the immediate supervision of a Certificated Special Education Teacher in providing instruction to individuals or small groups with special needs, monitors and reports student progress regarding behavior and performance. Performs a variety of clerical duties as assigned.

DUTIES:

1. Provide direct services to participating students under the direction of certificated staff to reinforce language development, reading, and/or math skills.
2. Prepare copies of instructional material and other documents as directed.
3. Provide individual or small group reinforcement skills within the learning environment.
4. Participate in teacher/aide activities and instructional planning with teacher.
5. Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
6. Understand the function of the computerized educational software.
7. Greet parents and students.
8. Development of positive self-concept in students with special needs.
9. May assist students with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
10. Monitor and assists in the remediation of specific leaning problems and conditions.
11. Provides a variety of skill building activities with students who have special needs.
12. Monitor administration of student testing.
13. Confers frequently with certificated staff, psychologist and other professional staff concerning students' progress.
14. Oversees and supervises students during classroom activities and field trips.

15. Participates in school in-service educational activities and professional development.
16. Operating knowledge of special education equipment and basic computer software.
17. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

High School Diploma or equivalent.

Completion of college-level course work in general subject areas such as Math, Science, and English, and work experience in a special education environment highly desirable.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and making presentations.

Seeing to read a variety of materials.

Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.

The amount of time for each activity varies depending on daily work load and priority schedules.

Some

days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday.

May sit for prolonged time when completing projects; however standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

WORK ENVIRONMENT:

School office environment

Constant interruptions

Deadlines, meetings and reports are constant

Evening or variable hours

WORK YEAR: Hourly Position - Classified

SUPERVISOR: Educational Specialist Teacher

Board Approved: