



QUALIFICATIONS FOR  
SUPPORT SERVICES SPECIALIST, SPECIAL DAY CLASS

TRAINING

- Required: - Any credential(s) authorizing teaching of the special education child, or any credential(s) authorizing service as a counselor
- Preferred: - Any credential(s) authorizing service as a supervisor or administrator  
- A credential authorizing service as a school psychologist

EXPERIENCE:

- Required: - That required for the credential
- Preferred: - Classroom teaching experience with special education students  
- Experience in counseling special education students  
- Experience in administering individual and group tests  
- Experience in the interpretation of tests to students and parents

OTHER QUALIFICATIONS

- Knowledge of: - Special education teaching techniques and methods  
- Effective methods of testing, interviewing and counseling special education students, both individually and in groups  
- Counseling techniques  
- Special education students and their unique behavior problems
- Ability to: - Communicate well, both orally and in writing  
- Establish and maintain cooperative and effective working relationships  
- Assist students in making appropriate decisions regarding their educational or vocational goals  
- Assist students toward maximum effectiveness by recommending programming to meet their needs and by developing a failure prevention program  
- Develop a Behavior Teaching Plan for students with inappropriate behavior  
- Consult with the general education teacher regarding effective behavior management intervention techniques

## Special Day Class Qualifications

- Ability to conduct a functional analysis of inappropriate student behavior

## COVINA-VALLEY UNIFIED SCHOOL DISTRICT

### DUTIES AND RESPONSIBILITIES OF SUPPORT SERVICES SPECIALIST, SPECIAL DAY CLASS

#### Primary Function

The Support Services Specialist, Special Day Class is responsible for designing and providing counseling, guidance and other support services which will enable special education students to make optimum progress toward the attainment of District goals.

#### Duties and Responsibilities

The Specialist:

1. Orients and assists new students to enroll in appropriate academic and elective courses;
2. Assists middle school students to choose high school educational alternatives consistent with their abilities, interests and tentative future goals;
3. Acts as a case carrier for assigned students;
4. Assists students to understand their attitudes about themselves, their feelings and ways of reacting to people and situations and to improve their ability to get along with others;
5. Provides opportunities through assessment procedures for students to become aware of their academic and vocational abilities, interests and values as these may relate to their qualifications for a variety of educational programs and careers;
6. Assists students to develop an awareness of their educational and vocational alternatives, including abilities needed, training requirements, economic and social rewards, and life-style benefits;
7. Assists students to choose educational and vocational alternatives consistent with their abilities, interests and tentative future goals;
8. Encourages students to make the necessary effort required to be successful in the academic and vocational classes related to their educational and career goals, and assesses their progress toward those goals;
9. Assists students through crisis-type counseling to take responsibility in meeting the demands of school, adhering to school regulations and handling student frustrations;
10. Provides behavior management training to staff and parents;

## Support Services Specialist, Special Day Class

11. Assists students to get along better with teachers and parents by increasing their understanding of adult expectations and by increasing the understanding of teachers and parents of student motivations and behaviors;
12. Works closely with other school administrators in dealing with students who are referred for disciplinary reasons;
13. Assists the supervisor in carrying out other duties and responsibilities as directed;
14. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
15. Participates cooperatively with the evaluator to implement and the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.