

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

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Education Specialist, SPED

Status: Exempt

Work Location: Onsite

Reports To: Principal/Director

SUMMARY

The Education Specialist is responsible for providing Specialized Academic Instruction (SAI), case management, and educational leadership for students with disabilities. This position collaborates with general education teachers, administrators, related service providers, and families to ensure students receive high-quality educational programming and services in accordance with their Individualized Education Programs (IEPs), the Individuals with Disabilities Education Act (IDEA), California Education Code, and California Department of Education (CDE) regulations.

The Education Specialist utilizes evidence-based instructional practices, behavioral supports, and collaborative problem-solving to promote student achievement and meaningful educational progress. This position is responsible for developing and implementing individualized educational programs, monitoring student progress, maintaining legally compliant documentation, and fostering positive relationships that support student success in inclusive educational environments.

OUR COMMITMENT

At YES Charter School, we believe every student deserves access to high-quality instruction, meaningful relationships, and individualized support. We are committed to building a collaborative educational community where students, families, educators, and support staff work together to promote academic achievement, social-emotional growth, and lifelong success.

We seek professionals who are passionate about serving students with disabilities, committed to educational excellence, and dedicated to fostering inclusive learning environments where every student has the opportunity to thrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide high-quality Specialized Academic Instruction (SAI) aligned with students' Individualized Education Programs (IEPs)
- Serve as the primary case manager for assigned students while ensuring compliance with all state and federal timelines
- Develop, facilitate, and implement legally compliant IEPs

- Write comprehensive Present Levels of Academic Achievement and Functional Performance (PLAAFPs), measurable annual goals, accommodations, modifications, transition plans (when applicable), and progress reports
- Maintain accurate and timely documentation utilizing SEIS
- Monitor student progress and adjust instruction based on ongoing assessment and progress-monitoring data
- Collaborate with general education teachers to support inclusive instructional practices and implementation of accommodations and modifications
- Participate in SST, IEP, manifestation determination, and multidisciplinary team meetings
- Maintain regular communication with parents and guardians regarding student progress, services, and educational programming
- Collaborate with related service providers, administrators, and outside agencies to ensure coordinated service delivery
- Maintain compliance with IDEA, California Education Code, and all CDE regulations
- Participate in ongoing professional development related to instructional practices, behavioral supports, and special education compliance

ADDITIONAL DUTIES

- Participate in 3 events per year, outreach activities, fundraisers, family events, and board meetings. (Open House, Back to School and Graduation are not considered part of the 3 events and participation/attendance are mandatory)
- Have a strong commitment to the philosophy and success of the Environmental Science focus of the school
- Participate in co-curricular and extra-curricular activities such as serving as an advisor to a student club, attend field trips with students
- Participate in professional development
- Speak to the Administration, Teacher Representative or Council Member directly about concerns relating to the governance of the school so that issues may be resolved in a timely manner and with minimal problems to other faculty, students, families or community

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong classroom management skills
- Experience implementing Positive Behavioral Interventions and Supports (PBIS)
- Working knowledge of Multi-Tiered Systems of Support (MTSS)
- Excellent IEP case management skills
- Ability to write meaningful, measurable, standards-based annual goals
- Strong understanding of assessment data, progress monitoring, and instructional planning
- Experience supporting students with autism spectrum disorder (ASD), Emotional Disturbance (ED), Specific Learning Disability (SLD), Other Health Impairment (OHI), and other disability categories

- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time-management skills
- Ability to establish positive relationships with students, families, colleagues, and community partners
- Commitment to student-centered decision making and collaborative problem solving

MINIMUM QUALIFICATIONS

- Valid California **Clear Education Specialist Credential**
- Master's degree in special education or related field (preferred)
- Minimum **five (5) years** of successful teaching experience as an Education Specialist
- Demonstrated knowledge of:
 - Individuals with Disabilities Education Act (IDEA)
 - California Education Code
 - California Department of Education (CDE) regulations
 - Least Restrictive Environment (LRE)
 - Procedural Safeguards
- Proficient in **SEIS**
- Strong understanding of IEP development and compliance

GENERAL QUALIFICATIONS

- **Verification of eligibility to work in the United States**
- **Current TB clearance**
- **Must undergo and maintain clear DOJ and FBI clearance**
- Experience working in a small Local Education Agency (LEA)
- Experience implementing PBIS and MTSS frameworks
- Experience conducting Functional Behavioral Assessments (FBAs) and implementing Behavior Intervention Plans (BIPs)
- Knowledge of Universal Design for Learning (UDL) and inclusive instructional practices
- Experience collaborating with multidisciplinary educational teams
- Experience supporting compliance during CDE, SELPA, or monitoring activities
- **Experience providing both direct Specialized Academic Instruction (SAI) and comprehensive case management within a charter school or small LEA setting**
- Must believe in YES Charter Academy's Mission, Vision and core values
- Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships
- Must be able to interact with stakeholders at all levels (including staff, parents, students, and community members) in a respectful manner and provide excellent customer service
- Must be able to work collaboratively in a team environment
- Must have strong organizational, problem-solving, and time-management skills
- Must attend and participate in YES staff meetings as required
- Must attend and participate in YES training as required

SMALL LEA EXPECTATIONS

YES Charter School operates as a small Local Education Agency (LEA). As such, the successful candidate must demonstrate the ability to work independently while also collaborating effectively with multidisciplinary teams. This position requires flexibility, initiative, and a willingness to support multiple aspects of special education programming.

The successful candidate should be comfortable balancing responsibilities that include direct instruction, case management, compliance, consultation, collaboration, progress monitoring, and instructional planning. Individuals who thrive in this position are solution-oriented, highly organized, adaptable, and committed to providing exceptional educational services while maintaining legal compliance.

Physical Requirements

- Ability to perform classroom and school-based instructional duties
- Ability to assist students with mobility or behavioral needs when appropriate
- Ability to conduct classroom observations, attend meetings, and participate in school activities