

**SAN MATEO COUNTY OFFICE OF EDUCATION  
TEACHER, PLANNING BLOCK**

**JOB SUMMARY**

Under the direction of an assigned administrator, deliver instruction to students with varying disabilities for single period sessions in secondary special day classes in order to provide preparation

Applicable policies, guidelines, rules, regulations, laws and codes

Skills/Abilities to:

Instruct and assess special education students

Identify appropriate instructional materials and equipment

Counsel/confer/collaborate with students, parents, professionals and agencies

Train, evaluate and oversee the work of assigned personnel

Communicate effectively orally and in writing

Maintain confidentiality

Exercise good judgment and initiative to resolve problems in a timely manner

Work effectively in a team environment with students, parents, staff members and managers