

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: TEACHER

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: TEACHER - ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, provide support to the instructional process by serving as a teacher with specific responsibility for developing skills, knowledge and abilities of students; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum and guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress for Opportunity Classes, Community, and Independent School youth.

REPRESENTATIVE DUTIES:

Adapt classroom work (e.g. design lesson plans based on state content and performance standards, provide for individualized and group instruction, teach various subjects utilizing specialized software as necessary, etc.) for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans. **E**

Administer testing programs, subject specific assessments, etc. (e.g. state and local student assessments, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans. **E**

Advise parents and/or legal guardians of student progress (e.g. conduct initial interviews and conferences with parents; discuss student progress with parents on an on-going basis, etc.) for the purpose of communicating expectations and student achievement; develop methods for improving and/or reinforcing classroom goals in the home environment. **E**

Assess student progress towards objectives, expectations, and/or goals (e.g. assignments, grade reports, etc.) for the purpose of providing feedback to students, parents and administration. **E**

Collaborate with school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of school improvement plans. **E**

Monitor and document student behavior for Court and school records; develop individualized behavior contracts/plans with students as necessary. **E**

Coordinate activities with specialists, teachers, and/or community agency personnel for the purpose of providing program continuity. **E**

Demonstrate methods required to perform classroom and/or subject specific assignments (e.g. instruct students with special needs regarding individualized tasks to implement and achieve IEP learning goals; design and implement appropriate behavior management techniques; provide adaptations, as needed, in the delivery of the common core appropriate curriculum for individual students as well as in small groups and/or the whole class, etc.) for the purpose of providing an effective program that addresses individual student requirements. **E**

Manage student behavior for the purpose of providing a safe and positive learning environment. **E**

Monitor students in a variety of educational environments (e.g. classroom, multi-purpose room, field trips, job sites, etc.) for the purpose of providing a safe and positive learning environment. **E**

Prepare a variety of written materials (e.g. grades, attendance, anecdotal records; reports for external agencies, etc.) for the purpose of documenting student progress and meeting mandated requirements. **E**

Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code (mandated reporter per Education Code) and school policies. **E**

Respond to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction. **E**

Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution. **E**

Work in collaboration with other staff for the purpose of implementing established curriculum and/or individual student plans. **E**

Participate in meetings regarding curriculum, policies, task forces and special projects as assigned; attend staff meetings; maintain current knowledge of laws, rules and regulations related to juveniles. **E**

Coordinate, assist and provide student transportation for special programs such as field trips and special events. **E**

Provide counseling, crisis intervention and conflict resolution as needed. **E**

Provide opportunities for students to participate in career related programs and education. **E**

Support Administration in the development and implementation of the Local Control Accountability Plan (LCAP). **E**

Assist in the development of the School Accountability Report Card (SARC). **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community Schools - Opportunity Class - Independent Study procedures regarding instruction and

movement within programs.
Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
Classroom procedures and appropriate student conduct.
Effective alternative education systems.
Curriculum concepts and materials pertinent to middle and secondary education.
Interpersonal skills using tact, patience and courtesy.
Research methods and report writing techniques, methods and strategies in working with at-risk youth.

ABILITY TO:

Create and maintain a pleasant learning environment
Understand special problems of at-risk youth while holding high expectations for their success
Monitor and evaluate student progress
Establish and maintain cooperative and effective working relationships with others
Maintain records, prepare reports, compile and verify data
Maintain current knowledge of program rules, regulations, requirements and restrictions
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Meet schedules and time lines
Create career related activities and lessons
Ability to exhibit the qualities of leadership essential to the successful administration of alternative education.
Ability to work cooperatively with staff, students, parents and community.
Ability to exercise good judgment and tact.
Transport students in a vehicle when necessary

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and teacher certification as required for the program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Single or Multiple Subject Teaching Credential
CLAD certification
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and assist students in instructional activities
Dexterity of hands and fingers to operate a variety of instructional equipment
Sitting or standing for extended periods of time
Bending at the waist, kneeling or crouching to assist students with activities
Seeing to read a variety of materials

Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Lift and carry objects weighing up to 25 pounds

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Working directly with juvenile offenders
Subject to physical harm and contact with abusive individuals

Employee Group: Certificated – Unrepresented

FLSA Status: Exempt

Salary Schedule: 712

Approval Date: March 2020