

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ALTERNATIVE EDUCATION TEACHER

DEFINITION

Provides supervision and individualized instruction for students in order for them to complete high school graduation requirements; participate in Regional Occupational Programs, work experience programs, or acquire a work permit; maintains program quality and compliance with state guidelines and implements assigned policy and administrative regulations; Utilize course of study adopted by the Board of Education, California State Curriculum Frameworks and appropriate learning activities to teach the curriculum.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Prepares lesson plans and selects instructional materials for group and individual instruction meeting State standards.

Teaches academic subjects and may teach elective subjects or physical education; determines or interprets student academic deficiencies and selects instructional materials and teaching techniques to meet individual or group needs.

Evaluates and reports student progress; recommends changes in student classroom assignments to meet individual educational deficiencies: provides special assistance as needed.

Devises special instructional aids to meet individual educational deficiencies; researches, develops and implements appropriate curriculum.

Maintains classroom discipline; seeks to develop socially acceptable attitudes in students.

May administer and interpret personality and educational achievement tests; counsels and encourages students toward higher educational goals.

Works with school counselors to determine educational needs and prescribe academic plans; may assist in extracurricular activities.

Confers with and provides information to county probation department or other agency personnel.

Maintains records, prepares reports and makes special studies; may order classroom equipment and supplies.

Performs other tasks as directed.

Skill and Ability to:

Identify current issues and trends in alternative education programs and effectively utilize this information in program coordination and improvement.

Communicate orally and in writing sufficiently to express ideas, thoughts, and instructions clearly.

Plan and conduct a system of continuous evaluation of program activities; coordinate and conduct effective in-service training activities.

Collaborate effectively on inter- and intra-agency levels.

Keep accurate records and submit reports in a timely manner.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. Various years of teaching experience in an intermediate and/or high school setting along with some experience and/or training in working with at-risk students; counseling guidance of high risk youth; bilingual and/or bicultural Spanish/English strongly recommended.

License or Certificate:

Possession of an appropriate California Teaching Credential, Multiple or Single Subject; **Must have EL Authorization**. Must have possession of a valid Class C California Driver's License; insured by a valid liability carrier.

Must be NCLB compliant in core areas (English, Math, Science, Social Science) or willing to obtain appropriate certification.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following skills and working environment:

Sitting frequently on a daily basis; standing and walking short distances; lifting 50 lbs. maximum with frequent lifting and/or carrying objects weighing 10-25 lbs. Frequent use of hands, vision, hearing, speech/language processes. Physical strength and emotional stamina sufficient to organize and coordinate a variety of activities. Ability to use a variety of vocational education materials and supplies, telephone, computer, teaching aids, files, luggage cart, and automobile. Assigned work is normally performed in both an office and a school site environment. Continuous contact is required with administrators, teachers, parents, employers, and local community agencies.

Approval Date: April 2017.