

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Certificated Job Description**

**CLASS TITLE: Head Teacher – Migrant Education**

**DEFINITION:** Under supervision of the assigned administrator, in addition to regularly assigned classroom responsibilities, provides support to the on-going development and improvement of the instructional program and professional learning for the Migrant Education program.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned site administrator. Supervision exercised: None.

**REPRESENTATIVE DUTIES:**

*This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**ESSENTIAL FUNCTIONS:**

Provides support to ensure understanding of and promote the educational objectives of the Migrant Education program, plans and facilitates professional learning with the staff.

Works with the principal and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program.

Assists in the development, implementation and evaluation of the curriculum and the instructional program.

Provides coaching and support to staff to implement behavior intervention strategies.

Assists teachers in the development of behavior support plans.

Attends, or is willing to attend, training in Restorative Practices.

Assists in the implementation of program goals and objectives with all stakeholders.

Participates, emulates and facilitates building positive and respectful climate and culture at the assigned school site.

Engages as assigned in research related to curriculum development, as specified; support curriculum development in assigned content areas and for all grade levels and identify best practices for implementing evidence-based instructional strategies.

Head Teacher – Migrant Education

Participates in the development and implementation of program goals, objectives, policy priorities, standards and procedures related to 21<sup>st</sup> century competencies;

Provides coaching and instructional support to classroom teachers, including model lessons and feedback in the integration of effective, evidence-based instructional strategies, technology, and 21<sup>st</sup> century competencies to support core curriculum goals.

Identifies and establishes innovative teaching and learning practices, maintain awareness and understanding of current educational trends and developments through professional literature, by attending conference, meetings, site and district meetings.

Assists with collection and analysis of student learning data to guide next steps in the instructional program;

Fosters a positive learning environment.

Advocates for student and teacher needs in the instructional program.

Facilitates acquisition of appropriate instructional materials.

Meets professional and educational standards required of all teachers.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Valid California teaching credential(s) to meet the requirement of the assignment and two years teaching experience.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Effective curriculum and instructional program models; current trends in educational research and effective, research-based instructional practices; coaching, facilitating, mentoring, motivating techniques and strategies; 21<sup>st</sup> century competencies; Common Core State Standards; current trends in educational research and effective, research-based instructional practices; curriculum development; leadership.

ABILITY TO: Communicate clearly, accurately, logically and concisely, orally and in writing, with multiple audiences; ability to write with precision in grammar, spelling, punctuation and document construction; work effectively independently and as part of a team with minimum supervision; establish and maintain effective working relationships with those contacted in the course of work; work; organize and prioritize work; meet continuous deadlines in a fast-paced environment; exercise appropriate judgment in making decisions; maintain confidentiality of information; demonstrate attendance sufficient to complete the duties of the position as required; complete routine tasks thoroughly, accurately and with attention to detail, develop project timelines and schedules, track progress, implement projects and evaluate effectiveness;

Head Teacher – Migrant Education

use various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools.

**WORKING CONDITIONS & PHYSICAL ABILITIES**

ENVIRONMENT: Classroom environment and office setting.

PHYSICAL DEMANDS: Sitting or standing for extended periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; bending at the waist, kneeling or crouching to assist students; hearing and speaking to exchange information and make presentations; seeing to read, prepare and review a variety of activities, and to monitor student activities; hear and understand voice over telephone and in person; move and transport materials weighting up to 20 pounds.

Established: April, 2019