



Romoland School District

JOB DESCRIPTION

ALTERNATIVE EDUCATION TEACHER

SUMMARY

Under the general supervision and direction of the designated administrator(s), plan and implement an instructional program and provide related educational services for students in grades 4-8; provide appropriate instruction, which may include group or individualized settings within the classroom; manage student behavior; assess and evaluate student achievement; modify instructional activities as required, and carry out a variety of student monitoring of the activities. Promote, by his/her action, the qualities of good citizenship, cooperative attitude, responsible conduct, good work habits, and initiative. The teacher in this setting, to a far greater extent than in more conventional school situations, serves as an example to students, and the teacher is expected to keep this in mind at all times.

REPRESENTATIVE DUTIES

- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student in fulfillment of District goals.
- Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Refers students and parents to appropriate resources and student assistance programs within the District and the community.
- Meets with students and parents to discuss student's academic progress, attendance records, behavior reports and/or any other issues.
- Maintain current knowledge of current instructional strategies, practices, trends, laws, codes and regulations pertaining to Alternative Education programs.
- Attends and participates in staff and District meetings as assigned.
- Assists in modifying programs, functions and procedures to assure compliance with local, state and federal requirements, as appropriate.
- Will prepare, document, and communicate reports for Alternative Education program, District and Community Agencies as assigned.
- Pursue a variety of methodology in teaching and instructing students, including lectures, demonstrations, discussions, and laboratory experiences.

REPRESENTATIVE DUTIES, continued

- Conduct teaching and instructional activities using educational equipment, materials, books, and other learning aids.
- Provide instruction in citizenship and other subject matter specified by legal mandate, District policy, and administrative regulations.
-
- Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of students from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
- Maintain appropriate standards of student behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Review, analyze, and evaluate the history, background, and assessment of Alternative Education students in designing instructional programs to meet individual educational needs.
- Monitors student attendance; coordinates, reviews, prepares and reports on SART, SARB, and D.A. referrals.
- Maintains confidential files, accurate records and documentation of all contacts and reports findings to the designated site or District personnel.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of Alternative Education students
- Curriculum expectations for subject(s) being taught.
- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.
- Alternative Education guidance principles and practices.
- Applicable sections of the State Education Code, District Policies and other applicable laws
- Current trends and research concerning the growth and development of Alternative Education students.
- Federal, State and District standardized assessment requirements.

Ability to

- Adapt plans and instructional delivery to meet the differentiated needs of students.
- Work independently with little direction.
- Maintain current knowledge of applicable curriculum and school instruction related regulations.

MINIMUM QUALIFICATIONS, continued

- Establish and maintain a variety of accurate record keeping and filing systems.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.
- Create an instructional program and a class environment favorable to learning and personal growth.
- Work in a diverse socio-economic and multicultural community.
- Monitor students in classrooms, on school grounds and off-campus for school related activities.
- Maintain professional and positive relationships with students, parents, colleagues and administration.
- Operate a computer and job related equipment.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

EMPLOYMENT STANDARDS

Education and Experience

- Bachelor's Degree or higher is required.
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed.
- Experience working with at risk children.

Licenses/Certificates

- Valid California teaching credential appropriate to the position is required.
- CLAD, BCLAD, or other valid certificate authorizing services to English language learners is required.
- Must meet NCLB Highly Qualified status in appropriate subject area(s).
- Tuberculosis clearance and fingerprint clearance by the California Department of Justice are required upon employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.

PHYSICAL DEMANDS AND WORKING CONDITIONS, continued

- Able to lift up to 50 lbs.
- Able to carry up to 50 lbs.
- Able to reach in all directions.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate calculator, computer.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an “*E*”.

Employment Status: RTA Bargaining Unit

Work Year: 184 Days

Board Approved: 8/14/2012