



Romoland School District

JOB DESCRIPTION **ALTERNATIVE SCHOOL SPECIAL EDUCATION TEACHER**

DEFINITION

The position of Alternative School Special Education Teacher is designed to support students with Individualized Educational Plans (IEP's) who are enrolled in the alternative school of choice.

EXAMPLES OF DUTIES

- Implements a structured standards-based to address district and state required curriculum to students virtually and in person.
- May support students outside of the alternative school of choice in the event that caseloads in the alternative school allow this support and when caseloads at another school require additional support.
- Modifies and adapts curriculum for special education students in general education classrooms.
- Develops lesson plans and instructional materials.
- Implement daily synchronous and asynchronous lessons/assignments.
- Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records regarding student progress.
- Collaborate with the instructional support team (such as administration, counselors, mental health specialists, and members of IEP teams) concerning student needs.
- Maintain contact with other staff/service providers assigned to each student.
- Generates IEP goals and objectives related to student needs.
- Instructs to the goals and objectives of individual students.
- Collaborates with parents for at-home support and activities to reinforce classroom instruction, social skills, etc.
- Establishes and maintains standards of student behavior for a productive learning environment.
- Develops and maintains positive parent involvement and communication.
- Supervises students in assigned out of classroom activities during the working day.
- Participates in faculty committees.
- Administers testing and formal assessments in order to monitor and report on student progress and current ability levels.

- Promotes a classroom environment that is conducive to the growth of student responsibility and self-control.
- Encourages an atmosphere that stimulates inquiry, self-expression, and individual growth.
- Identifies pupil needs and consults with other professional staff in assessing and helping pupils solve health, behavioral, and learning problems.
- Maintain portfolios for each student with needed work samples, student contract, and personalized student learning goals.
- Track daily, weekly and monthly student attendance.
- Respond within 24 hours to parent/guardian inquiries via phone, virtual meeting, and/or email during regular work hours.
- Evaluate student performance on a regular basis and provide feedback to students and parents/guardians.
- Ensure that student growth and achievement is continuous and appropriate for each subject area.
- Maintain records of parent/guardian and student contact; Alert school administrator when a student or parent/guardian fails to respond to school communications.
- Continue professional growth through trainings, professional learning communities, outside research, and reading professional literature.
- Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences.
- Clearly articulate calendar, deadlines, schedules, and procedures to students and families to ensure that students complete coursework in a timely manner.
- Assist students and parents/guardians with technical support requests relating to their coursework.
- Use a variety of instructional technology programs and software applications
- Communicate effectively, both orally and in writing, with students, parents/guardians, and other professionals.
- Refer students who are not complying with course or program policies to the administrator for necessary interventions.
- Perform other related duties as assigned.

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 diverse student populations.

Licenses/Certificates

- Valid California teaching credential appropriate to the position is required.
- Valid authorization to provide services to English language learners is required.
- 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 climb slopes, stairs, steps, ramps and ladders.
- Able to sit for sustained periods of time. *E*
- Able to lift and 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