



SJCOE
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Job Description

POSITION TITLE: Temporary Extended Learning Program (ELP) Teacher #4044
(CERTIFICATED)
Venture Academy Family of Schools
County Operated Schools and Programs (COSP)

SALARY PLACEMENT: Short Term Hourly Salary Schedule

SUMMARY OF POSITION:

Under the direct supervision of the Division Director, Venture Academy teachers provide instruction in small group, one-on-one and classroom settings as an additional assignment in the Venture Academy Extended Learning Program. The Extended Learning Program will occur outside the regularly scheduled school day. They work closely with parents and students to develop individualized learning plans, including credit recovery plans for high school, based on students' present skill levels and academic goals. Communicating and documenting student progress is required.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a valid California Teaching Credential.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to

1. Know and be able to demonstrate areas of interest and strength in teaching.
2. Maintain flexibility, creativity and energy while teaching in a dynamic non-traditional school environment.
3. Assess individual student's level of functioning to determine needs.
4. Design and implement instructional programs to meet each student's unique needs.
5. Demonstrate knowledge of a variety of curricula.
6. Participate in activities designed to promote teamwork and to establish a fun learning environment for parents, students, and staff.
7. Establish and maintain channels of communication with home, school, and related agencies as necessary to the needs of individual students.
8. Be willing to learn independent study attendance documentation.
9. Meet deadlines set for completing required paperwork.
10. Maintain acceptable health and safety standards.
11. Participate in activities designed to promote professional growth.
12. Observe legal mandates.
13. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school or home setting.

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