



Job Description

Marin County Office of Education

Alternative Education Teacher

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Alternative Education Teacher is done for the purpose/s of instructing and improving student success; supervising students within the classroom and other assigned areas; developing lesson plans; delivering group and individual student instruction; collaborating with other teachers, professional staff, and administrators; and, responding to inquiries from students' parents/guardians.

This Job reports to Assigned Supervisor

Essential Functions

- Adapts and designs a curriculum for the purpose of providing students with instructional opportunities addressing individualized student learning plans within established guidelines.
- Assesses student progress toward objectives, expectations, and/or goals (e.g. subject specific, developmental/competency levels, etc.) for the purpose of developing individual learning programs, providing differentiation support for a variety of learners, and providing feedback to students, parents, and administration.
- Collaborates with instructional staff, other school personnel, parents/guardians, and a variety of community resources for the purpose of assessing progress of students, creating intervention plans as needed, improving the quality of student outcomes, and achieving established classroom objectives in support of the school's strategic accountability plan.
- Collaborates with core team in the planning and delivery of integrated learning opportunities for the purpose of participating in coaching and feedback cycles to strengthen practice.
- Collects and analyzes student data, develops and implements strategies to assist students for the purpose of communicating expectations and developing strategies for student success; developing methods for improvement; and/or reinforcing classroom goals in the home environment.
- Coordinates a variety of activities (e.g. field trips, special school days, job shadowing, etc.) for the purpose of assisting students to engage in high-interest learning opportunities, encouraging student participation in learning objectives, maintaining a culture of high achievement, increasing or strengthening student self-belief, and supporting student growth.
- Implements a behavior management system in collaboration with core team/leaders for the purpose of supporting and monitoring individual students' progress toward self regulation, reaching social and emotional learning goals, upholding health and safety standards, and establishing and maintaining communication between home, school, and community partners.
- Instructs students for the purpose of improving student success in academic, interpersonal, and healthy living skills through a defined course of study.
- Models learning methods, conversation, and listening skills for the purpose of completing classroom assignments in a positive learning environment, demonstrating social and emotional behavior, and encouraging behavior management strategies.

- Monitors students in a variety of educational environments (e.g. classroom, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings, workshops, and conferences (e.g. staff, IEP, professional development, etc.) for the purpose of conveying and/or gathering information required to perform functions and improve performance.
- Participates in collaboration time with colleagues for the purpose of assessing progress of students, creating intervention plans as needed, and developing opportunities for students to achieve individual learning goals.
- Prepares a variety of written materials (e.g. assessments, attendance records, graduation requirements, credit recovery status, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, home district staff, etc.) for the purpose of building and maintaining strong relationships, resolving issues, creating investment in student outcomes, and providing information and/or appropriate referral.
- Responds to, reports, and documents incidents, behaviors, accidents and emergency situations for the purpose of resolving immediate safety concerns, maintaining personal safety of students, providing a positive learning environment, creating historical record, and adhering to Education Code and county policies.
- Utilizes tools and technology for the purpose of reporting student progress towards learning goals and progress towards graduation.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws related to community schools, court schools, and independent study programs; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships with students, families, and colleagues; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's

services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

Valid California Credential Authorizing Instruction of Students
English Learner Authorization

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate
Meets Continuing Education Requirements

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date