

JOB DESCRIPTION

San Diego County Office of Education

TEACHER – ALTERNATIVE EDUCATION PROGRAM

Purpose Statement:

At single or multiple sites, provides instruction in assigned academic and social areas to youth in a variety of educational settings which may include detention facilities, community schools, independent study, or other alternative education programs.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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.

Essential Functions:

- Assesses individual student's current academic proficiency to determine needs. Develops course objectives, activities and materials based on student assessment in order to provide a quality, appropriate individualized educational program.
- Plans long-range goals and rigorous tasks for students to ensure preparation for college and career.
- Designs and implements instructional programs to meet instructional, psychological and social needs of each student.
- Implements a behavioral management system to monitor individual student's programs and progress.
- Provides daily instruction to individual or groups students.
- Selects and administers appropriate instructional materials which are aligned with the state framework.
- Uses appropriate teaching strategies and classroom management techniques with students to correct negative behaviors and enhance positive behaviors.
- Develops and uses performance and exhibition models of student assessment and evaluation to measure effective rates of learning.
- Works in cooperation with staff, administration, and other agency personnel to establish an effective academic program.
- Creates and maintains the physical and psychological learning environment in order to provide a safe and optimal learning environment appropriate to student needs.
- Participated in activities designated to promote professional growth.

- Observes legal mandates including the maintenance and reporting of grades and attendance.
- Directs assigned classified staff and volunteers.
- Attends scheduled staff meetings, open houses events, IEP meetings, parent conferences and other assigned meetings as required.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Current trends in educational research and effective, research-based instructional practices;
 Standardized and performance based assessment practices;
 State regulations that govern curriculum adoption cycles and the acquisition of standards-based instructional materials;
 Common Core Standards;
 Curricular practices, research and methodologies;
 Current practices for behavior management and counseling strategies;
 Correct English usage, grammar, spelling, punctuation and vocabulary;
 Strategies to accelerate the learning of English Learners and the English Language Development;
 Standards, Performance Based Assessment and Demonstration of Mastery.

ABILITY TO:

Use various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools;
 Develop and implement innovative and flexible programs for students;
 Employee classroom management strategies effective in increasing “on task” behavior and decreasing disruptive behavior;
 Evaluate student progress accurately and maintain required records;
 Communicate effectively both orally and in writing;
 Maintain consistent, punctual and regular attendance;
 Work effectively independently and as part of a team with minimum supervision in an environment of change and continuous learning;
 Exercise appropriate judgment in making decisions;
 Establish and maintain effective working relationships with students, other staff members, community agencies, parents, and probation staff to enhance student access to meaningful learning opportunities;
 Develop and meet project timelines and schedules, track progress, implement projects, and evaluate effectiveness.

Working Environment:

ENVIRONMENT:

Duties are typically performed in school settings that may include juvenile detention facilities.

May be designated in an alternate work setting using computer-based equipment to perform duties. Incumbents must have reliable transportation to and from school and meeting sites.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Experience working with or teaching students with social and/or school adjustment issues. In addition, some assignments may require experience and/or training specific to the assigned instructional setting; and

Education: Bachelor's Degree in education or related field preferred; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education or related field preferred and experience working with or teaching students with social and/or school adjustment issues. In addition, some assignments may require experience and/or training specific to the assigned instructional setting.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California teaching credential required for the specific assignment type

Valid English Learner authorization (CLAD or equivalent document)

LEC and/or Digital Literacy certification preferred

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: 2012

Approved by: Human Resources Services

Revised: 10/15, 4/16, 8/20, 03/2025