

# **Sacramento County Office of Education Job Description**

## **Classification Title: Teacher, Alternative Education**

### **DEFINITION**

Under general supervision provides individual and group instruction in academic subjects, physical education and other selected subjects to students enrolled in juvenile court or community school programs. Performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Due to the wide range in age, aptitude, and level of educational achievement of students in alternative education programs, instruction is given at various grade levels ranging from the elementary grades through high school. The level of instruction is frequently based on the educational or social deficiency of the group or of a particular individual. Emphasis is on the methodology of instructing "at risk" students rather than on the routine presentation of subject matter.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Prepares lesson plans and selects instructional materials for group and individual instruction meeting State standards; teaches academic subjects and may teach elective subjects or physical education; determines or interprets student academic deficiencies and selects instructional materials and teaching techniques to meet individual or group needs; evaluates and reports student progress; recommends changes in student classroom assignments to meet individual educational deficiencies; provides special assistance as needed; devises special instructional aids to meet individual educational deficiencies; researches, develops and implements appropriate curriculum; maintains classroom discipline; seeks to develop socially acceptable attitudes in students; may administer and interpret personality and educational achievement tests; counsels and encourages students toward higher educational goals; works with school counselors to determine educational needs and prescribe academic plans; may assist in extracurricular activities; confers with and provides information to county probation department or other agency personnel; maintains records, prepares reports and makes special studies; may order classroom equipment and supplies; performs other tasks as directed.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California teaching credential based on a bachelor's degree and student teaching; appropriate certification for teaching English Language Learners; evidence of compliance with the Highly Qualified Teacher requirements of the Elementary & Secondary Education Act, Title II (No Child Left Behind).

#### **Knowledge of:**

The principles and methods of teaching elementary and secondary level subjects; current trends in educational methods and procedures; the principles of clinical and remedial teaching techniques and those of directed classroom instruction; principles of educational psychology; unique issues of "at-risk" students.

#### **Skill and Ability to:**

Evaluate student abilities and deficiencies and adjust instructional techniques accordingly; gain the interest, respect, and cooperation of students; maintain classroom discipline; develop a working knowledge of the relationship of court and community schools to schools in local school districts; speak and write effectively; analyze situations accurately and adopt an effective course of action.

#### **Other Characteristics**

Willingness to work in nontraditional school settings with students who may be considered "at risk" by school authorities or juvenile justice systems. Willingness to engage in meetings and activities before and

after school with other staff members and probation department personnel.

Approved 7/2011