

SACRAMENTO COUNTY OFFICE OF EDUCATION
CLASSIFICATION TITLE: Teacher, Re-entry Program

DEFINITION

Under general supervision provides individual and group instruction in literacy, academic subjects in preparation for High School Equivalency (HiSet) tests, and other selected subjects to meet the needs of adult students on parole who are clients of the Re-Entry Program; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Due to the wide range in age, aptitude, and level of educational achievement of the adult students served by the Re-entry Program, instruction is provided at various grade levels ranging from upper elementary through high school. Students may be instructed as a group, via independent study assignments, work experience or other related programs. Program delivery focuses on the educational and social-emotional needs of the group or of a particular individual, with emphasis on serving the whole student within the classroom environment of the Re-entry Program rather than the routine presentation of subject matter.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

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; teaches reading and writing literacy, computer literacy, social studies, science, mathematics, test taking skills, and may teach various elective subjects; works with other staff to determine educational needs and develop educational assignments; identifies student academic needs and selects instructional materials and teaching techniques to meet individual or group needs; devises specialized instructional aids to assist individual students; participates in a multi-disciplinary team to develop and maintain an Individual Service Plan for each client; may assist with vocational assessment and provide job readiness instruction as needed; evaluates and reports student progress; maintains classroom discipline; seeks to develop socially acceptable attitudes and positive behavioral changes in students; may administer and interpret personality and educational achievement tests; counsels and encourages students toward educational and vocational goals; may assist in extracurricular activities; confers with and provides information to County Office and California Department of Corrections and Rehabilitation personnel; maintains records; may order classroom equipment and supplies; and performs other tasks as directed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possess or qualify for a Designated Subjects Adult Education Teaching Credential in Elementary and Secondary Basic Skills or possession of a valid California teaching credential based on a bachelor's degree and student teaching; experience working with adult learners who face challenges that impact their academic and vocational success.

To qualify for a Designated Subjects Adult Education Teaching Credential in Elementary and Secondary Basic Skills, the minimum requirement is possession of a bachelor's degree with some additional unit requirements in specific subjects. To review specific requirements for this credential online visit: <http://www.ctc.ca.gov/docs/default-source/leaflets/cl697b.pdf>

Knowledge of:

The principles and methods of teaching elementary and secondary level subjects; current trends in educational methods and procedures; the principles of remedial teaching techniques; the principles of educational psychology; the environmental and social-emotional issues that impact the success of adult learners.

Skill and Ability to:

Evaluate and adapt materials and instructional techniques to meet student abilities and needs; gain the interest, respect, and cooperation of adult students; maintain classroom discipline; develop and maintain collaborative working relationships with staff, community-based organizations and other educational agencies; speak and write effectively; analyze situations accurately and adopt an effective course of action.

Other Characteristics

Willingness to work some evenings and engage in meetings and activities before and after the program day with other staff members. Possession of a California driver's license desired to transport clients and staff in a county vehicle when assigned.

4/2021