

SANTA CLARA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT – SUMMER SCHOOL - ALTERNATIVE EDUCATION
DEPARTMENT**

General Description

Under the direction of the site principal, plans, organizes, and provides instructional and administrative leadership to the staff and students in alternative educational programs; directs the implementation of instructional programs and determines placement for students; maintains management information and serves as liaison with districts, the SCCOE, community agencies, and parents; ensures safety protocols are followed by staff, students, and visitors.

Duties and Responsibilities

ESSENTIAL DUTIES:

Plans, organizes, and provides instructional and administrative leadership to the staff and students in the Alternative Education summer education programs.

Implements, monitors, and provides leadership to develop the Alternative Education curriculum and instructional programs.

Determines appropriate classroom placement for students, methods of handling inappropriate or unsafe student behaviors, and disciplinary action.

Works with staff to determine and secure specific services to be provided according to students' individual needs.

Maintains management information and student and staff attendance systems; prepares, submits, and monitors reports and other data regarding school activities, needs, and services; assists with designing and implementing site disaster preparedness plans and drills.

Provides technical information and assistance to the site principal regarding assigned functions; assists in formulating and developing policies, procedures, and programs.

Serves as a liaison and networks with community agencies, school districts, and other SCCOE departments; resolves parents' concerns and responds directly or facilitates staff responses to parental inquiries, concerns, and complaints; distributes materials and obtains staff signatures for department or office-wide requests; and investigates complaints or concerns from parents or staff.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Operates a computer and assigned software programs; uses other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

Working Condition

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Communicating to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Knowledge, Abilities, and Experience

KNOWLEDGE OF:

Planning, organization, coordination, and implementation of assigned Alternative Education programs;

Program building, operations, funding, and maintenance;

Curriculum development and implementation;

Program evaluation strategies;

Teaching theories and practices;

Oral and written communication skills;

Principles and methods of administration, supervision, and training;

Interpersonal skills using tact, patience, and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Coordinate, plan, and provide instructional and administrative leadership to the staff and students in assigned Alternative Education programs;

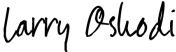

Direct implementation of instructional programs;

Determine appropriate classroom placement for students;

- Maintain management information;
- Serve as liaison with districts, the county office, community agencies, parents, and the public;
- Communicate effectively;
- Interpret, apply and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt a practical course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Maintain records and files.

Certification and Education

Bachelor’s degree from an accredited college or university, a valid California Single Subject Teaching Credential, or proof of successful completion of the VPSS authorizing teaching in the subject area; five (5) years of successful classroom teaching with a valid credential.

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date