

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER – ADULT REENTRY - ALTERNATIVE EDUCATION

General Description

Under the supervision of the Principal-Alternative Education, at a single site or multiple sites, using specialized techniques, provides direct instruction to adult students that have struggled academically and socially throughout their K-12 school experience; blended learning, online learning, academic assessments, interventions, academic coaching, and best practices are used to provide instruction to meet the academic needs of adults who have been referred by the Santa Clara County Adult Probation Department.

Certification and Education

Bachelor's degree from an accredited college or university, a valid California Single Subject or Multiple Subject Teaching Credential authorizing teaching in the subject area.

Knowledge, Abilities, and Experience

Ability to evaluate multiple academic transcripts, consolidate onto a working transcript, and develop a learning plan and a graduation plan; ability to facilitate assessments and use outcome data to inform adults of their specific instructional program; ability to coach and mentor adult alternative education students to work through learning difficulties and motivate students to accomplish their goals.

Understanding of or willingness to learn adult learning dynamics and strategies to ensure a high level of academic support; command of use of computer learning, blended learning, and online resources; ability to work with little supervision and have effective time management skills; ability to facilitate entry into the program, coordinate assessments, and ongoing academic programming; ability to manage a high volume of students, collaborate with probation partners, and complete routine reports on student attendance, efforts, and academic performance.

Essential Duties:

Assesses individual student's current level of functioning to determine needs; designs and implements instructional programs to meet student's needs; demonstrates knowledge of and utilizes established curriculum; implements behavior management system to monitor individual student's program and progress; establishes and maintains channels of communication with home, school and related agencies as necessary to meet the needs of individual students; selects, (alone or in committees) appropriate instructional materials; assists with administration, as appropriate, of mandated testing; maintains acceptable health and safety standards; participates in activities designated to promote professional growth; implements differentiated instruction of adopted standards and curriculum; observes legal mandates, including the maintenance and reporting of grades and attendance; attends scheduled staff meetings, and other assigned meetings as required; and other related duties as assigned.

Working Conditions

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Environment

Duties are performed in a specialized classroom environment

DocuSigned by:
Larry Oshodi
84A286968D5B4A4...

7/6/2021 | 7:57 AM PDT

Approved: _____ Date _____
Larry Oshodi
Assistant Superintendent-Personnel Services

Revised 7/6/21: Reporting structure updated