

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TEACHER - ALTERNATIVE EDUCATION - COMMUNITY SCHOOLS**

#### **General Description**

Under the supervision of the Director/Principal – Alternative Education, works for 185-days at single or multiple sites, using specialized techniques; provides instruction in identified social and academic areas which meet individual and group needs of students who have been unable to succeed in established elementary, middle and high schools and/or continuation schools. This may be in a variety of educational settings which may include, independent study, community schools, or other Alternative Education programs.

#### **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; and a special fitness to perform per Education Code § 44865.

#### **Knowledge, Abilities and Experience**

Ability to plan program and curriculum implementation, evaluate the attainment of the student's goals and objectives; resolve problems that arise with staff, students, parents and community agencies; exhibit independence and autonomy in decision-making; make program decisions that frequently have significant impact on school and classroom programs; ability to speak and write in English; knowledge and demonstrated ability in working with students considered unsuccessful in previous school or social settings; ability to develop and implement innovative and flexible programs for students; ability to work and communicate effectively with other staff members, community agencies, parents, social services, and other county agencies; skill in working effectively with others in a wide variety of situations.

#### **Duties and Responsibilities**

##### **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; assists with administration, as appropriate, on 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; directs assigned classified staff and volunteers; attends scheduled staff meetings, open house, I.E.P. meetings, evening parent conferences when appropriate, 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

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Anisha Munshi

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11/17/2020 | 9:18 AM PST

Approved:

Anisha Munshi, Ed.D.  
Assistant Superintendent-Personnel Services

Date

Approved: 9/88

Revised: 4/10, 6/14/11, (Updated Working Conditions and Physical Demands)

Revised: 8/4/17 Certification and Education – added *...or Multiple Subject Teaching*

Revised: 11/17/2020 Title changed from Teacher-AED to Teacher-AED-Community Schools.