

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER-MIGRANT EDUCATION SCHOOL READINESS

General Description

Under the supervision of the Director III-Migrant Education, at single or multiple sites, using specialized techniques, provides instruction to migratory preschool children. This may be in a variety of educational settings including home-based tutoring and center-based groups.

Certification and Education:

A Bachelor's Degree and a Child Development Teacher Permit; two years teaching experience beyond permit requirements (working with children two (2) years nine (9) months to six (6) years of age). Must possess a valid California Driver's License and availability of an automobile with at least minimum insurance coverage required by law and must possess current CPR and first aid certifications.

Knowledge, Abilities and Experience:

Knowledge of child development, early childhood education, teaching methods and techniques; ability to organize and direct classroom and outside activities; demonstrate ability to teach and supervise paraprofessionals; speak and write effectively; speak a second targeted language (bilingual); establish and maintain harmonious relationships with children and parents.

DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES:

Creates an effective environment for learning in which positive self-concept and self-reliance are stressed; assesses student needs and provides appropriate learning experiences based upon each student's needs, interests and abilities; maintains written records on each student; initiates and enforces a set of classroom standards that facilitate effective growth and development and school readiness skills for each student.

OTHER RELATED DUTIES:

Works closely with other staff in assessing and helping students resolve health, emotional, and learning problems; cooperates in a professional and ethical manner with personnel related to the program; interacts with parents on a regular basis through classroom contact; maintains competence through attendance at in-service training sessions and related professional growth; actively encourages each student to develop acceptable standards of behavior and a desire for positive social relationships; assists in the selection of instructional supplies and maintains appropriate inventory records; plans, coordinates and directs the work of teacher assistants and volunteers; maintains equipment; maintains necessary class records; shares in responsibilities for school activities; prepares lesson plans, encourages acceptable social patterns, eating habits and personal hygiene; conducts home visits and parent conferences; carries out authorized emergency and safety procedures; performs other duties as assigned and required by federal and/or state requirements.

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.

Environment

While performing the duties of this job, the employee regularly works in inside and outside environmental conditions. The noise level in the work environment is usually moderate; will require driving between school sites and districts within Migrant Education, Regional Office 1.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, and move quickly; use hands to grip, touch, feel, and reach with hands and arms. The employee is frequently required to sit on the floor and return to a standing position. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hearing within normal range is required.

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Larry Oshodi
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Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date

Revised 12/2/22: Certification and Environment updated.