

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER-OPPORTUNITY YOUTH ACADEMY

General Description

The position of Teacher-Opportunity Youth Academy is responsible for providing general education (core academic subjects) and special education instructional services for students (special education and regular education) ages 16 to 24 who had previously separated from school and are returning to earn a high school diploma and to enter a college/career pathway. The incumbent ensures compliance with general education (core academic subjects), special education regulations, court orders, etc., and processing new students in accordance with requirements. This position also provides lead support to instructional aides and is under the general supervision of the principal for day-to-day operations and program implementation and a special education administrator for guidance regarding IDEA regulations/compliance. Internships and project-based learning will be featured components.

FUNCTIONS

- Instructing general education and special education students in special areas ages 16 to 24 years old;
- Create a culture of learning and promote and recognize efforts and progress;
- Provide guidance and support for students to develop a plan for a post-graduation college and/or career pathway;
- Build professional relationships with students to engage them and sustain their efforts to complete the program;
- Developing goals/objectives and utilize evidenced-based methods designed to meet individual student's instructional needs;
- Counseling students in dealing with a variety of issues for the purpose of improving academic performance and preparing for a college and career pathway;
- Utilize instructional technologies such as blended learning as appropriate to deliver instruction;
- Administering educational assessment instruments for program purposes;
- Maintaining student files, records, etc. for the purpose of documenting activities and/or providing reliable information;
- Onboarding new students for the purpose of enrolling and orienting them;
- Supervising the classroom for the purpose of maintaining order, promoting academic engagement, and building a collaborative, goal-oriented culture;
- Maintaining effective relationships with partners, including probation department employees, community-based agencies, educational partners and social service agencies;
- Access community and program resources to support the student's goals;
- Provide individualized instruction for up to 38 students;
- Utilize innovative educational strategies

MINIMUM QUALIFICATIONS:

Knowledge of effective instructional practices and techniques; knowledge of innovative strategies; effective practices and techniques in teaching students with mild to moderate disabilities; California Standards for the Teaching Profession; rules and regulations related to the position; effective student supervision, motivation, and discipline techniques; effective student testing, evaluation methods and techniques; appropriate curriculum and instructional materials for assigned subject area; leadership and

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teamwork; communication skills; technology related to assignment; familiarity with the California Common Core State Standards and instructing 21st Century skills.

PREFERRED QUALIFICATIONS: Bilingual

Skills are required to perform professional tasks with a need to upgrade skills in order to meet changing job conditions.

Ability to successfully support teachers and students in the assigned area; schedule and deliver lesson plans; use basic job-related equipment; effectively instruct students; establish appropriate learning goals and objectives as well as effective lesson plans; effectively communicate orally and in writing; establish and maintain effective work relationships; work with a diversity of individuals; establish criteria and evaluate students' progress; effectively observe and analyze instructional strategies/techniques; develop and maintain a variety of administrative records; prepare periodic and special reports as necessary; analyze issues, create plans of action and reach solutions; provide guidance to staff and students; understand and interpret laws and regulations; consult with parents, supervisors, and co-workers to ensure that students have a full education opportunity; demonstrate creativity in planning; meet the travel requirements from site to site if applicable; other duties as assigned by supervisor.

Working Conditions

The usual and customary methods of performing the job's functions requires the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; and occasionally lifting of record boxes and bending or reaching for files. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience

Experience working in an alternative school or alternative education environment preferred.

Education

Bachelor's Degree from an accredited college/university is required. Master's Degree desired.

Credentials/Certificates/Licenses

Possession of a valid California Multiple or Single Subject Teaching Credential and possession of a valid California Education Specialist credential with a Mild/Moderate authorization, or equivalent California Special Education credential. Intern eligibility will be considered. Candidates possessing a valid California Multiple or Single Subject Teaching Credential and who can make a commitment to complete the credentialing process for a valid California Mild/Moderate or equivalent Special Education credential will be considered, as will a candidate who holds a valid California Special Education credential who can make a commitment to complete the process for a California Multiple or Single Subject Teaching Credential.

The English Learner certification is also required. Successful candidates will be NCLB Highly-Qualified compliant at the secondary level in Math, Science, English, and Social Science or become compliant within one year of employment. Applicants who have not utilized their credential(s) within the last 39 months in a school district must show verification of passage of the California Basic Education Skills Test

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(CBEST). Proof of Credentials must be provided with application. Valid California Driver's License required. Online and Blended Teacher Certification Preferred.

Other

The program may be offered at times other than a standard, traditional school schedule and calendar. The program may operate year-round, have varied scheduled hours, and/or require some evenings and/or weekend hours.

Approved: Anisha Munshi 8/28/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Revised 4/16/15 Job title changed from *Specialized Academic Instructor Teacher (SAI) – Opportunity Youth Academy (OYA)* to Teacher-Opportunity Youth Academy (Specialized Academic Instructor)

Revised 12/15/15 Title and Credentials revised