

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT - MATHEMATICS**

#### **General Description**

Under the supervision of the Director III - Alternative Education, at single or multiple sites, using specialized techniques, provides training to Alternative Education Department (AED) principals in effective math practices; conducts training for AED math teachers; analyzes student data to determine appropriate instructional strategies and interventions; monitors implementation of adopted mathematics programs and implementation of instructional strategies; coordinates AED textbook adoptions for mathematics. This may be in a variety of educational settings, which may include incarceration facilities, ranch facilities, 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 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; and special fitness to perform per Education Code § 44865.

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

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, school districts, probation, social services, and other county agencies; skill in working effectively with others in a wide variety of situations.

#### **Duties and Responsibilities**

##### **ESSENTIAL DUTIES:**

Provides training for principals in the recognition of effective math practices; conducts meetings and provides training and support for math teachers; coordinates the Math Formative Assessment Program; provides training and supports teachers in analyzing teaching practices; provides standards-aligned demonstration lessons for teachers; analyzes assessment data to determine student progress and areas of strength and areas of need; provides ongoing staff development for teachers; monitors and supports the implementation of courses of study and pacing guides; coordinates activities, staff development, demonstration lessons with the Subject Area Committee in math; provides training and support to principals and teachers in the implementation of intensive intervention strategies aligned to content standards; coordinates the Textbook Adoption Committee, and performs other related duties as assigned.

##### **OTHER RELATED DUTIES:**

Assists in planning program and curriculum implementation, and evaluates the attainment of the student's goals and objectives; resolves problems that arise with staff, students, parents and community agencies; requires independence and autonomy in decision-making; situations are varied and sometimes highly complex; makes program decisions that frequently have significant impact on school and classroom programs.

**Working Conditions**

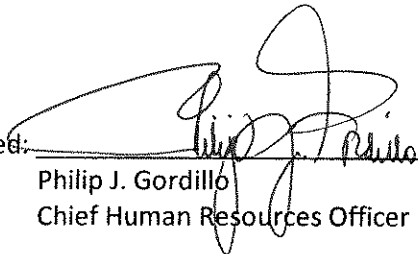
Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

**Physical Demands**

Incumbents 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.

Approved:  \_\_\_\_\_ 11/17/14  
Philip J. Gordillo Date  
Chief Human Resources Officer

Approved:

Revised: 5/11/2011 (Updated Working Conditions and Physical Demands)

Revised 11/13/14 (Added or proof of successful completion of the VPSS...)