

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM SPECIALIST ALTERNATIVE EDUCATION

CLASSIFICATION: Certificated
SALARY LEVEL: I-VIII
WORK YEAR: 195 Days

DEFINITION

Under the direction of the Coordinator/Administrator, the Alternative Education Program Specialist is responsible for providing training for instructional and support service staff, and in cooperation with site administration and classroom teachers, provides supplemental case management and/or instruction to assigned Alternative Education students

SUPERVISOR

Alternative Education Coordinator/Administrator

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Advocates for Alternative Education students and parents; responsible for communication between site(s), Juvenile Court and probation partners, and Coordinator/Administrator; works to improve access for Alternative Education students and parents; provides input to districts, court and community schools and collaboratively works with Coordinator/Administrator to develop and implement supplementary services for Alternative Education students; may provide direct, supplemental instruction to Alternative Education students in their areas of academic need; provides training for Alternative Education Programs and other Alternative Education funded staff who work with Alternative Education children; coordinates the Alternative Education Parent Involvement Program including parent training at the site and district levels; assists Alternative Education Program and districts with Alternative Education student needs including collecting and analyzing student assessment data and monitoring individualized learning plans as requested; participates in meetings, inservices and committees when requested by Alternative Education; recommends appropriate instructional material for Alternative Education students; complies with regulations from the California Department of Education Alternative Education Program and the Monterey County Office of Education Board Policies and Administrative Regulations; upon request from site administration, classroom teachers or resource teachers, assists in diagnosing and prescribing for student needs according to juvenile court mandated directives.

OTHER DUTIES

Assists the Coordinator/Administrator with: composing and monitoring district service agreements, compiling and analyzing data related to program needs including demographic reports; student attendance records, student performance results and other pertinent program data; providing support services to young adults (16-21 years old).

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school or home site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit and stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- California Teaching Credential authorizing services within the K-12 public school system;
- Minimum of three years classroom teaching and/or counseling experience;

Knowledge of:

- Technology programs and data entry;
- Understand and relate to the needs of Alternative Education students and parents;
- Knowledge of educational placement and course of study; that best meets the needs of Alternative Education students;
- Knowledge of current research and literature/that impacts Alternative Education students.

Ability to:

- Possess an appropriate California vehicle operator's license issued by the State Department of Motor Vehicles and be insurable;
- Interact with and maintain cooperative relationships with all levels of staff and the public;
- Communicate effectively in the English language both orally and in writing
- Ability to work cooperatively with district and regional personnel that impact migrant students and parents.

Desired:

- Bilingual/biliterate in Spanish