

MONTEREY COUNTY OFFICE OF EDUCATION

**TEACHER, COURT / COMMUNITY SCHOOLS
ALTERNATIVE EDUCATION**

CLASSIFICATION: Certificated
SALARY LEVEL: I - VIII

DEFINITION

Under the supervision of the Director of Alternative Programs, develops and implements an instructional program appropriate for students assigned to Community Schools; assists the Director in working with hourly staff and community agencies.

SUPERVISOR

Director, Alternative Education

POSITIONS SUPERVISED

Instructional Assistants, Secretary

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

Develops and provides an instructional program appropriate for students who are unsuccessful in traditional school environments; monitors and adjusts instruction leading to planned learning outcomes; completes all records in an accurate and timely manner; utilizes current methodology and technology; develops a positive social and physical environment for students and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

OTHER DUTIES

In cooperation with appropriate personnel and agencies, develops individual education plans for each student in the program; seeks out and utilizes current research methodology and technology; develops long- and short-term goals; attends meetings as requested; shares materials and plans with others; develops new and innovative instructional packets; performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stability/stamina to perform the duties and responsibilities of the position (some situations are intimidating and potentially dangerous); manual dexterity sufficient to write, use telephone, business machines and operate machinery and equipment, lock and unlock doors, and operate security system; 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, climb and/or run; physical mobility sufficient to move about the work environment (office, district), drive an automobile, and respond to emergency situations (i.e., assist in physically restraining students engaged in fights and confrontations); physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Bachelor of Arts Degree from an accredited college or university
- Appropriate California Credential
- CLAD/BCLAD Credential
- Experience with at-risk youth and/or alternative schooling
- Ability to interact with and maintain cooperative relationships with all levels of staff and the public
- Ability to communicate effectively in the English language both orally and in writing

DESIRABLE QUALIFICATIONS

- Training in Essential Elements of Instruction
- Training in Behavior Management
- Knowledge of and experience in the use of latest technological equipment and materials
- Experience in developing individualized instructional packets
- Bilingual (Spanish/English)
- Ability to deal effectively with verbal abuse, physical threats

Revised 11/20/2011