

SAN MATEO COUNTY OFFICE OF EDUCATION TEACHER, COURT AND COMMUNITY SCHOOL, ENGLISH/SOCIAL STUDIES

Job Summary:

Under the direction of an assigned supervisor, provide an instructional program and directed learning experiences to assist students in achieving academic, social and emotional goals; plan and administer a curricular program based on Common Core Standards using adopted courses of study and in consideration of individual needs; assess, evaluate and monitor academic progress; provide a safe and comfortable learning environment; work in collaboration as a team with staff, school districts, probation department and outside agencies.

Essential Duties/Responsibilities:

Duties may include, but are not limited to, the following:

- Instruct a group of students in a multi-age/grade classroom so they can obtain necessary skills needed to pursue education and/or vocational goals beyond their placement;
- Plan and administer a curricular program based on Common Core Standards using adopted courses of study and other quality educational resources;
- Assist in identifying the special needs, abilities, talents and interests of students; develop realistic and appropriate educational goals for students
- Develop individualized curriculum to assist students in achieving academic, vocational and social goals;
- Use a variety of instructional strategies and differentiate instruction to meet needs of students;
- Provide a safe and optimal learning environment; establish and maintain high standards for behavior; use appropriate classroom management techniques to address inappropriate behavior and acknowledge positive behavior;
- Assess and evaluate students on a regular basis; use assessment data to inform instruction and monitor and maintain accurate records of student progress;
- Establish and maintain a cooperative working relationship with staff, support personnel, probation department and outside agencies;
- Serve as a member of the IEP team;
- Train, evaluate and oversee the work of instructional aides;
- Attend professional development, meetings and serve as a member of the IEP team;
- Assist in maintaining accurate records and submit necessary reports in a timely manner;
- Develop and implement appropriate professional goals and objectives for ongoing professional growth;
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of:

- Secondary level subject matter being taught;
- Teaching methods and strategies which are highly effective for students with academic challenges including those with special needs and English learners;
- Behavior intervention and modification strategies;
- Common Core standards; secondary curriculum and materials;
- Alternative education programs;
- Various evaluation and assessment techniques and instruments;
- Educational procedures, policies and law related to assignment.

Skills and Ability to:

- Develop and implement an effective, innovative and flexible educational programs which employ a wide variety of instructional methods and materials;
- Set goals, establish activities and measure progress;

- Motivate reluctant students; problem solve ideas and strategies for students with learning disabilities, low self-esteem, lack of motivation, school anxiety and low-functioning social skills;
- Collaborate with probation officers, counselors, teachers, employers and other support staff in planning and implementing educational programs for students;
- Assist individuals in assessing vocational/career skills and translating results into realistic employment plans;
- Work with parents to increase their effectiveness in supporting student progress;
- Assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student;
- Individualize and differentiate instruction;
- Employ observation and classroom management techniques required to increase task behavior and decrease attention getting and disruptive behavior;
- Choose from a variety of techniques and instruments in order to evaluate student progress; plan and conduct a system of continuous evaluation of each student's progress; access appropriate assistance for students who are not meeting goals;
- Build rapport and relate well with students;
- Manage and prioritize multiple activities and be flexible given a variety of situations;
- Communicate effectively orally and in writing to express ideas, thoughts, lesson material and instructions clearly;
- Collaborate effectively on inter-and intra-agency levels;
- Keep accurate records and submit reports in a timely manner

Working Conditions:

Environment:

- Indoor work environment

Physical Demands:

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Ability to react quickly
- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard

Required Qualifications:

Education & Experience:

Credential required for position (one of the following):

- Single Subject in English and/or Social Science
- Other valid credential for the assignment
- Successful teaching experience at middle and/or high school with at risk youth, English language learners and students with special needs