

## **Teacher Job Description**

**Range:** Steps 1-18 ACTA

**FLSA:** Exempt (Certificated)

### **Position Summary**

ACOE Division of Student Programs and Services provides alternative educational options through court, community, and charter school programs for special populations of students across Alameda County.

ACOE Teachers have opportunities throughout their career at ACOE to work in various settings within our portfolio of school programs. Our Teachers often teach in self-contained settings that require multiple or all subjects to be taught. ACOE will provide support for Teachers to earn ERWC Certification in order to teach our board adopted ELA curriculum.

### **Why work for ACOE?**

ACOE leads with a student-centered vision, innovating in the classroom and building safe and supportive community schools. We collaborate and partner with local, county, and state agencies to address challenges students face.

ACOE directly educates and supports students who are justice-involved, expelled, parenting teens, foster or homeless youth, infants with special needs, and other students who are not being served by schools. We also provide support to over 215,000 students and 12,000 teachers across 18 school districts.

We are looking for individuals who can enact our vision: equipping the most vulnerable students and those who serve them with the tools to thrive. Join our team as we reimagine services to more holistically support students and erase the predetermination of failure for children, especially Alameda County's most marginalized youth.

## Essential Functions

- Teach a program based on the County Board Adopted Course of Study and minimum proficiencies as designed to meet the needs of the school's special population. Students' skill levels range from elementary through high school age competency.
- Teach a broad range of study including all subject areas for middle and high school.
- Plan lessons, utilize instructional materials and provide individualized and small-group instruction in order to adapt the curriculum to the needs of each pupil.
- Provide instruction and services that contribute to the attainment of other goals of the instructional program, including but not limited to an effective behavioral management program within the classroom.
- Participate in the development of curriculum and other programs within the Student Programs and Services Division.
- Supplement and enrich the program through the use of technology, audiovisual, special programs, auxiliary books and other appropriate materials.
- Identify pupil needs and cooperate with other staff in the Student Review Team, Response to Intervention, and/or IEP meetings that assess and help students set goals and access resources.
- Evaluate students' academic and social growth, keep records of student performance and attendance, and prepare appropriate summary evaluations and progress reports. Administer tests in accordance with the needs of the students, locally adopted assessments, and state mandated tests.
- Communicate with the staff of other agencies to establish and maintain standards of classroom behavior and to cooperate regarding specific problems and progress of individual students as required.
- Create a timely, functional, and attractive environment for learning through the use of displays, bulletin boards, interest centers, and control heating, lighting and ventilation to the extent possible.
- Provide substitute teacher lesson plans, including materials, and instruction as to disciplinary and emergency procedures.
- Plan and coordinate the work of paraeducators and other paraeducators when assigned.
- Select and requisition supplemental books, equipment and instructional supplies; notify administration of equipment repair needs; and maintain a required inventory.

- Attend school site and division meetings as required in order to achieve the goals of the Student Programs and Services Division.
- Assist in student activities outside of the classroom as assigned.
- Protect the health and safety of the students. Maintain security appropriate to the facility.
- Supervise students while on field trips or on campus before and after school, during breaks, and lunch.
- Maintain good working relationships with staff from other agencies such as the Probation Department, Social Services Agency, local group homes, community-based organizations, and school districts.
- Maintain professional competence through participation in staff development / Inservice activities provided by the Student Programs and Services Division.
- Work with the Division and program administrators to develop new programs, curriculum, instructional strategies, student and program evaluation criteria, and program procedures and guidelines.
- Supervise and coordinate a variety of extracurricular activities for students such as, but not limited to, graduation, special events, yearbook, and special student clubs.
- Perform unique program responsibilities as designated.

### **Education and/or Experience**

- Valid CLEAR California K-12 Multiple or Single Subject Teaching Credential (required) and/or Educational Specialist Credential (desired)
- CPR and First Aid certificate (required)
- Compliant in at least two secondary content areas (preferred)
- EL/CLAD Authorization
- Valid California driver's license, reliable transportation, and an acceptable driving record

### **Physical Demands**

*The physical demands 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 individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up

to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee is occasionally exposed to outside weather conditions and uses a personal vehicle. The noise level in the work environment is usually moderate.

### **Equal Opportunity Employer**

The Alameda County Office of Education prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.*