

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: TEACHER - ALTERNATIVE EDUCATION - COMMUNITY SCHOOLS

#### **General Description**

Under the supervision of the Director/Principal – Alternative Education, works for 185-days at single or multiple sites, using specialized techniques; provides instruction in identified social and academic areas which meet individual and group needs of students who have been unable to succeed in established elementary, middle and high schools and/or continuation schools. This may be in a variety of educational settings which may include, 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 or Multiple Subject Teaching Credential authorizing teaching in the subject area; and a special fitness to perform per Education Code § 44865.

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

Ability to plan program and curriculum implementation, evaluate the attainment of the student's goals and objectives; resolve problems that arise with staff, students, parents and community agencies; exhibit independence and autonomy in decision-making; make program decisions that frequently have significant impact on school and classroom programs; 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, social services, and other county agencies; skill in working effectively with others in a wide variety of situations.

#### **Duties and Responsibilities**

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

Assesses individual student's current level of functioning to determine needs; designs and implements instructional programs to meet student's needs; demonstrates knowledge of and utilizes established curriculum; implements behavior management system to monitor individual student's program and progress; establishes and maintains channels of communication with home, school and related agencies as necessary to meet the needs of individual students; assists with administration, as appropriate, on mandated testing; maintains acceptable health and safety standards; participates in activities designated to promote professional growth; implements differentiated instruction of adopted standards and curriculum; observes legal mandates including the maintenance and reporting of grades and attendance; directs assigned classified staff and volunteers; attends scheduled staff meetings, open house, I.E.P. meetings, evening parent conferences when appropriate, and other assigned meetings as required; and other related duties as assigned.

#### **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 regularly 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

DocuSigned by:

Anisha Munshi

4AB1FAC80BD844F...

11/17/2020 | 9:18 AM PST

Approved:

Anisha Munshi, Ed.D.  
Assistant Superintendent-Personnel Services

Date

Approved: 9/88

Revised: 4/10, 6/14/11, (Updated Working Conditions and Physical Demands)

Revised: 8/4/17 Certification and Education – added *...or Multiple Subject Teaching*

Revised: 11/17/2020 Title changed from Teacher-AED to Teacher-AED-Community Schools.

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: TEACHER - ALTERNATIVE EDUCATION – COURT SCHOOLS

#### **General Description**

Under the supervision of the Director/Principal – Alternative Education, works for 210-days at single or multiple sites, using specialized techniques, provides instruction in identified social and academic areas which meet individual and group needs of students who have been assigned to court schools. This may be in a variety of educational settings which may include juvenile hall and ranch facilities. The education program in these facilities will operate year-round.

#### **Certification and Education**

Bachelor's degree from an accredited college or university, a valid California Single Subject or Multiple Subject Teaching Credential authorizing teaching in the subject area; and a special fitness to perform per Education Code § 44865.

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

Ability to plan program and curriculum implementation, evaluate the attainment of the student's goals and objectives; exhibit independence and autonomy in decision-making; 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 agency partners and other county agency partners such as Probation staff, skill in working effectively with others in a wide variety of situations.

#### **Duties and Responsibilities**

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

Assesses individual student's current level of functioning to determine needs; designs and implements instructional programs to meet student's needs; demonstrates knowledge of and utilizes established curriculum; implements behavior management system to monitor individual student's program and progress; establishes and maintains channels of communication with home, school and related agencies as necessary to meet the needs of individual students; assists with administration, as appropriate, on mandated testing; maintains acceptable health and safety standards; participates in activities designated to promote professional growth; implements differentiated instruction of adopted standards and curriculum; observes legal mandates including the maintenance and reporting of grades and attendance; directs assigned classified staff and volunteers; attends scheduled staff meetings, open house, I.E.P. meetings, evening parent conferences when appropriate, and other assigned meetings as required; works collaboratively with Probation staff to provide a safe and nurturing environment for students; maintains Probation Department clearance and other related duties as assigned.

#### **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 regularly 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

DocuSigned by:	11/17/2020   9:18 AM PST
<i>Anisha Munshi</i>	
4AB1FAC80BD844F...	

Approved:	Anisha Munshi, Ed.D.	Date
	Assistant Superintendent-Personnel Services	

Approved: 9/88  
 Revised: 4/10, 6/14/11, (Updated Working Conditions and Physical Demands)  
 Revised: 8/4/17 Certification and Education – added ...or *Multiple Subject Teaching*  
 Revised: 11/17/2020 Title changed from Teacher-AED to Teacher-AED-Court Schools.

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TEACHER - EARLY CHILDHOOD SPECIAL EDUCATION**

#### **General Description**

Under the direct supervision of the Assistant Superintendent-Student Services & Support Division or Principal, teaches children in need of special education for the Santa Clara County Office of Education's Special Education program; develops and writes individualized education programs (IEPs) for the students; develops and maintains a hygienically clean, safe and effective learning environment in which self-help activities and independence are stressed.

#### **Certification and Education**

Specialist Credential, Early Childhood Special Education, authorizing the holder to provide educational services to children from birth through pre-kindergarten that are eligible for early intervention special education and related services, except children with a primary disability of D/HOH,VI, OI, or traumatic brain injury; and a Bachelor's degree from an accredited college or university.

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

Demonstrates knowledge and experience in teaching children in need of special education; knowledge of, and ability to implement the intent of federal and state mandates for special education in a classroom setting; ability to communicate successfully with parents and staff; ability to diagnose, assess, prescribe and evaluate the learning needs of individual pupils.

An offer of employment will be contingent upon successful completion of a paid, pre-placement medical examination.

#### **Duties and Responsibilities**

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

Plans and coordinates work of paraprofessionals on a daily basis; develops and writes realistic individualized educational programs according to each student's needs; evaluates students' growth through review on a consistent basis; modifies the IEP as needed; prescribes for those students who qualify, an appropriate learning activities program to develop concepts and abilities necessary for functioning in a sheltered workshop or community; keeps an accurate up-to-date record in each child's Development Log, when appropriate; determines and implements a classroom environment designed to develop acceptable standards for behavior control and positive social relationships (i.e. helping students solve problems and build positive self-image); cooperates in a professional manner with other staff members in formulating and carrying out rules and policies.

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

Develops professional competence through active participation in in-service presentations, and professional growth activities, utilizing local college, university and clinical research facilities and keeping current with professional literature; supervises and shares in the evaluation of the performance of paraprofessionals and volunteers; systematically maintains pupil attendance records and completes other business services as required; attends scheduled staff meetings, educational meetings, IEPs, home visits and other assigned meetings as required; encourages and maintains open communication with

parents and students and meets with the parents a minimum of once during the school year; assists in the selection and requisition of books and instructional supplies, submitting written requests for them; provides medicine to students per doctor’s orders.

Coordinates the implementation of physical/occupational therapy for those students who qualify; when necessary, qualified to carry out CPR and specific SPHC procedures for those students who require it; provides a physical education program in line with state required number of minutes for those students who do not qualify for adaptive physical education by an APE Specialist; maintains self-health and demonstrates appropriate behaviors; deals with and maintains children who are physically and verbally assaultive according to Board approved policies and procedures; supervises and assists in meeting the personal needs of students; feeds, toilets and lifts students when necessary; other duties as assigned by Principal.

**Working Conditions**

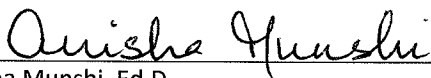
Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions 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:	 <hr/> Anisha Munshi, Ed.D. Assistant Superintendent-Personnel Services	8/28/19 <hr/> Date
-----------	--	-----------------------

Approved:  
Revised: 5/11/2011, 6/14/2011 (Updated Working Conditions and Physical Demands)  
Revised: 7/30/15 changed *under the direct supervision of the Director II-Early Start...to under the direct supervision of the Chief Schools Officer or Principal*