

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Teacher, Alternative Education

### **DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under general supervision, the Alternative Education (AE) Teacher provides instructional services to individuals and groups of students enrolled in an alternative education classroom setting. The AE Teacher shall be the liaison between the students, parents, staff and provide a continuum of academic, behavioral, social emotional support to students and collaborate with colleagues as part of the site's Multi-Tiered System of Support (MTSS) Team.

**SUPERVISOR:** Site Administrator

### **MAJOR DUTIES & RESPONSIBILITIES**

- Prepares lesson plans and selects instructional materials meeting State Standards for group and individual instruction;
- Provide standards-based instruction in an alternative education classroom;
- Determines or interprets student academic deficiencies and selects instructional materials and teaching techniques to meet individual or group needs;
- Administers all required District and State assessments;
- Documents, evaluates, and reports student progress;
- Recommends changes in student classroom assignments to meet individual educational needs;
- Provides specialized assistance and devises special instructional aids to meet individual educational needs;
- Researches, develops and implements appropriate curriculum;
- Maintains classroom discipline;
- Seeks to develop socially acceptable attitudes in students;
- Counsels and encourages students toward higher educational and transition goals;
- Works with school counselors to respond to students' personal, academic, discipline, and/or attendance-related issues and provide additional support services to students in need;
- Participate in school activities including but not limited to in-services, back-to-school nights, parent conferences, school projects and student activities;
- Provide lesson plans, including emergency lesson plans, for substitutes;
- Maintains appropriate student records and track necessary information such as assignments/grades, parent outreach, interventions provided, etc.;
- Participate in early release days and other professional development opportunities.

### **KNOWLEDGE, ABILITIES & OTHER CHARACTERISTICS:**

Knowledge of:

- The principles and methods of developing an instructional and behavior management system and teaching elementary and secondary level subjects;
- Assessment methods, techniques, and tools for supporting all students;

- Current trends in educational methods and procedures;
- Environmental and social/emotional issues that impact student success.

Ability to:

- Evaluate student abilities and deficiencies and adjust instructional techniques accordingly;
- Gain the interest, respect, and cooperation of students;
- Maintain classroom discipline and positive behavioral supports;
- Coordinate services to support student success;
- Develop and maintain positive working relationships with students, staff, parents and others;
- Speak and write effectively; analyze situations accurately and adopt an effective course of action.

Other Characteristics:

- Willingness to work in nontraditional school settings with students who may require additional individualized support to be successful;
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#### **EDUCATION & EXPERIENCE**

- California Multiple Subjects Credential
- Hold appropriate certification for teaching English Language Learners
- Criminal Justice Fingerprint clearance
- Bilingual (English/Spanish) preferred
- Possess a valid California Driver's License

#### **ESSENTIAL PHYSICAL CHARACTERISTICS:**

- Appropriate level of vision to be able to review research materials, to observe student and teacher interactions;
- Appropriate level of voice control to be able to speak with parents, staff, administrators, supervisor, and district representatives in person and by telephone;
- Appropriate level of mobility to sit, stand and walk;
- Sufficient manual dexterity to write, use telephone and operate office equipment.