

	<b>Job Description</b> <b>Equal Employment Opportunity</b>	
<b><u>TEACHER</u></b>		
<b>DEPARTMENT/PROGRAM:</b> Special Education or Alternative Education  <b>DIVISION:</b> Educational Services  <b>REPORTS TO:</b> Assigned Supervisor  <b>APPROVAL DATE:</b> 5/3/2018  <b>REVISION DATE:</b> 6/3/2025	<b>CLASSIFICATION:</b> Certificated Non-Management  <b>SALARY SCHEDULE:</b> Certificated Bargaining Unit  <b>SALARY RANGE:</b> As Assigned  <b>WORK YEAR:</b> 182  <b>FLSA:</b> Exempt	

**PURPOSE STATEMENT:**

Under the direction of the assigned supervisor, the job of a Teacher is to provides support to the instructional process with specific responsibility for developing the skills, knowledge, and abilities of students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum and guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instruction and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instruction programs and student progress. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Adapts classroom work (e.g. design lesson plans based on state content and performance standards, provide for individualized and group instruction, teach various subjects utilizing specialized software as necessary, etc.) for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers testing programs, subject specific assessments, etc. (e.g. state and local student assessments, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress (e.g. conduct initial interviews and conferences with parents; discuss student progress with parents on an on-going basis, etc.) for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals (e.g. grade reports, reports, etc.) for the purpose of providing feedback to students, parents and administration.

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of school improvement plans.
- Coordinates activities with specialists, general education teachers, and/or community agency personnel for the purpose of providing program continuity.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. instruct students with special needs regarding individualized tasks to implement and achieve IEP/IFSP learning goals; design and implement appropriate behavior management techniques; provides adaptations, as needed, in the delivery of the common core appropriate curriculum for individual students as well as in small groups and/or the whole class, etc.) for the purpose of providing an effective program that addresses individual student requirements.
- Directs student teachers, paraeducators, volunteers and/or student workers (e.g. work direction and guidance; job coaching, vocational training, etc.) for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Manages student behavior for the purpose of providing a safe and positive learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, job sites, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings, including serving as a member of the multi-disciplinary IEP/IFSP/ILP teams (e.g. provide input to goals for IEP/IFSP/ILP; special project teams and committees; teacher and staff; in-service training programs, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records; reports for external agencies, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code (mandated reporter per Education Code) and school policies.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Works in collaboration with other classroom teachers for the purpose of implementing established curriculum and/or individual student plans.
- Adapts classroom work (e.g., design lesson plans based on state content and performance standards, provide for individualized and group instruction, teach various subjects utilizing specialized software as necessary) to provide students with instructional materials that address individualized learning plans within established lesson plans.

#### OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Current relevant curriculum and instruction techniques, equipment, methods, standard learning process and timelines for the subject matter, and strategies applicable to the needs of the students in the assigned class
- Knowledge of the different assessment programs available
- Computer usage, including pertinent software

- Function, operation, availability and variety of specialized electronic and analog devices and equipment relevant to the assigned students
- Policies, regulations, safety procedures, etc.

### **Skills and Abilities to:**

- Apply assessment instruments
- Ascertain the “ready to learn” demeanor of each student during the class session
- Communicate effectively
- Create and maintain accurate records and the confidentiality of information
- De-escalate a situation as needed
- Establish effective and constructive working and teaching relationships with staff and students
- Operate standard office equipment, including using specific pertinent hardware and software applications
- Prepare and maintain accurate records and adhere to confidentiality standards relevant to the information
- Schedule activities, meetings, and/or events
- Solve problems by analyzing issues and creating action plans
- Work with students at a variety of ages and cognitive levels
- Analyze situations accurately, and adopt an effective course of action
- Collaborate to problem solve, coach, train, and communicate with students in a way they understand and will respond to
- Plan, organize, and coordinate the development, implementation, enhancement, and improvement of learning support services for students
- Adapting to changing work priorities; ability to organize work projects, establish priorities and meet deadlines in a timely manner
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Working autonomously and in cooperation with others and as part of a team; building collaborative relationships
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Evaluate and organize work according to specific deliverables
- Meet timelines and schedules
- Problem solving with data frequently requires independent interpretation of guidelines
- Establish and maintain effective working relationships with a diverse group of staff, parents, and the public
- Working with frequent interruptions
- Facilitating meetings and group discussions
- Meet State and County standards of professional conduct as outlined in Superintendent/Board Policy

### **JOB QUALIFICATIONS / REQUIREMENTS:**

#### **EDUCATION AND EXPERIENCE:**

Bachelor’s degree. Job-related experience within a specialized field is required. Teacher experience is required in specific area as determined by the assigned program (e.g., DHH, Alt Ed, MMS, etc).

#### **EQUIVALENCY:**

Not applicable.

**LICENSE/CERTIFICATIONS:**

- Valid California teaching credential appropriate for the assignment (e.g., single subject, multiple subject, MMSM, MSN, ESN, ECSE, DHH, VI, etc.)
- Valid, current California Driver's License
- Evidence of Insurability
- First Aid and CPR certification

**OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis and subsequent renewals

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Job is performed primarily in an indoor office/classroom environment under conditions with exposure to risk of injury and/or illness
- Moderate lifting, carrying, pushing, and/or pulling
- Some climbing and balancing
- Some stooping, kneeling, and/or crouching
- Occasional sitting, frequent walking, and frequent standing