

**SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER, COURT SCHOOL – ENGLISH/ENGLISH LANGUAGE DEVELOPMENT (ELD)**

POSITION DESCRIPTION:

The San Mateo County Office of Education's Court and Community School's leadership and staff are committed to SMCOE's vision of Excellence and Equity in Education. We believe all students can achieve and build skills for success in college, career, and life. We value and support an innovative environment where students advance in their personal development, build positive relationships with adults, and focus on and achieve specific learning goals.

BASIC FUNCTION:

Under the direction of an assigned School Principal, provide an engaging instructional program and personalized 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:

- Instruct a group of students in a multi-age/grade classroom so they can obtain necessary skills needed to pursue education and career goals beyond their placement;
- Plan and administer a curricular program based on Common Core State Standards using adopted courses of study and other quality educational resources;
- Assist in identifying the special needs, abilities, talents and interests of students; develop students who will become self directed learners, critical thinkers, and problem solvers;
- Develop individualized curriculum to assist students in achieving academic, career and social-emotional goals;
- Use a variety of instructional strategies and differentiate instruction to meet the needs of students;
- Provide a safe and optimal learning environment; establish and maintain high standards for behavior; use appropriate positive behavior intervention strategies to support engaged learning;
- 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 and meetings;
- 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;
- California content framework and Common Core State 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 instructional program which employs a variety of 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 career skills and translating results into realistic employment plans;
- Work with parents to increase their effectiveness in supporting student progress;
- Individualize and differentiate instruction;
- 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 positive relationships 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:

- Use and manipulate a computer keyboard and other office equipment
- Read a variety of materials
- Sit and stand for extended periods of time

REQUIRED QUALIFICATIONS:

Education & Experience:

Credential required for position (one of the following):

- Ryan Single Subject in English with English Learner Authorization
- Standard Secondary English with English Learner Authorization
- Other valid credential for the assignment teaching English and ELD at the secondary level
- Successful teaching experience at middle and/or high school with at risk youth, English language learners and students with special needs