SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER, COURT SCHOOL, MATH

Job Summary:  
Under the direction of an assigned supervisor, provide an instructional program and directed 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/Responsibilities:  
Duties may include, but are not limited to, the following:
- Instruct a group of students in a multi-age/grade classroom so they can obtain necessary skills needed to pursue education and/or vocational goals beyond their placement;
- Plan and administer a curricular program based on Common Core Standards using adopted courses of study and other quality educational resources;
- Assist in identifying the special needs, abilities, talents and interests of students; develop realistic and appropriate educational goals for students;
- Develop individualized curriculum to assist students in achieving academic, vocational and social goals;
- Use a variety of instructional strategies and differentiate instruction to meet needs of students;
- Provide a safe and optimal learning environment; establish and maintain high standards for behavior; use appropriate classroom management techniques to address inappropriate behavior and acknowledge positive behavior;
- 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, meetings and serve as a member of the IEP team;
- 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;
- Common Core 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 educational programs which employ a wide variety of instructional 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 vocational/career skills and translating results into realistic employment plans;
Work with parents to increase their effectiveness in supporting student progress;
Assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student;
Individualize and differentiate instruction;
Employ observation and classroom management techniques required to increase task behavior and decrease attention getting and disruptive behavior;
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 relate well 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):
Single Subject Credential in Math
Other valid credential for the assignment as well as ability to meet NCLB Highly Qualified Teacher requirements for teaching Math 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