

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**TEACHER: COMMUNITY/COURT SCHOOL PROGRAM  
ALTERNATIVE EDUCATION**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Community School Principal

**DEFINITION OF POSITION:**

Primarily, the Kern County Superintendent of Schools Office operates a Community School Program that serves students who are: 1) referred by the probation department or courts, or 2) referred by districts due to serious attendance or disciplinary reasons, or 3) homeless youth. The program is an open entry/open exit type program which utilizes classroom instruction, independent study, and small group instruction at CLC.

**ESSENTIAL FUNCTIONS:**

1. Assure that students shall demonstrate academic growth in curricular areas.
2. Student will make progress toward attaining academic/behavioral goals similar in their Individualized Learning Plans.
3. Use a variety of teaching techniques to meet individual needs, which are based on California State Content Standards.
4. Maintain and develop adequate and varied instructional materials.
5. Maintain communication with assigned students and parents.
6. Comply with all requirements of the Kern County Superintendent of Schools Office as specified in policies, regulations and memoranda.
7. Display a sincere interest in working with and contributing to student educational progress.
8. Follow the written and oral directions of the site administrator.
9. Work effectively with assigned instructional aides to maximize individualized instruction and learning.
10. Report issues that may endanger a student's well-being directly to the site administrator.
11. Comply with the standards for the teaching profession.
12. Maintain individual progress records for all students.
13. Maintain a professional attitude in working with students and staff.
14. Refrain from discussing personal matters or problems with students.

### Non-Instructional Duties

15. Attend teacher's meetings.
16. Participate in inservice programs.
17. Occasionally participate in meetings designed to inform the public about the role and function of alternative education.
18. Conduct educational field trips.
19. Attend public service activities (helping at field days, speech contests, etc.)
20. Maintain a safe and secure campus environment.

### Working Environment

21. Maintain a satisfactory level of student behavior.
22. Use techniques of positive behavior modification when possible.
23. Inform site administrator of potential problems before they happen.
24. Maintain a work environment that is stimulating and attractive. The work area should reflect the subjects being taught and changed on a regular basis.
25. Maintain standards of appropriate dress for himself/herself, and assigned students.

### Other Duties

26. Complete other duties as assigned by the Principal, Director or Division Administrator.

## **MINIMUM QUALIFICATIONS:**

### A. Personal Qualifications:

1. Display a knowledge of and willingness to stay abreast of current trends and practices in education.
2. Abide by the rules and regulations of the Kern County Superintendent of Schools in a professional, efficient manner.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

### B. Professional Qualifications:

1. Possess a broad repertoire of teaching skills.
2. Display a general understanding of how students develop, act, think, learn, and feel.

3. Show a sincere interest in curriculum development.
4. Demonstrate the ability to be creative and to make decisions based on a sound educational philosophy and interagency requirements.
5. Demonstrate a command of knowledge in his or her field of responsibility.
6. Express enthusiasm for and commitment to his or her assigned tasks.
7. Exhibit the ability to establish an appropriate working relationship with individuals and groups.
8. Display the ability to work and communicate with people effectively and cooperatively.
9. Provide leadership in committees, workshops, and various types of group meetings.
10. Support the contribution of alternative education programs.
11. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

#### **TRAINING AND/OR CREDENTIALS**

A. Education:

1. Holds valid California teaching credential.
  - a. CLAD certificate required
  - b. NCLB subject matter compliance preferred.

B. Experience:

1. Demonstrates successful experience in a classroom setting.
2. Displays experience working with at-risk or delinquent youth preferred.

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