



BRIDGES LAB FACILITATOR/READING TUTOR: ALTERNATIVE EDUCATION

Certificated Job Description

IMMEDIATE SUPERVISOR:

Principal, Alternative Education Programs

ESSENTIAL FUNCTIONS:

1. Design, manage and implement individual treatment plans for students referred to the Bridges Lab.
2. Administer, score and record approved assessments required for the Bridges Learning Lab.
3. Administer, score and record approved assessments to identify deficiencies in reading.
4. Implement reading workshops providing reading and decoding skills to identified students.
5. Implement approved reading strategies program to identified groups.
6. Communicate and collaborate with general and special education teachers regarding student progress and strategies for success in the classroom.
7. Maintain accurate and complete records for program evaluation and modification.
8. Attend site or county office meetings as applicable.
9. Assist in maintaining a safe and secure school campus.
10. Use techniques of positive behavior modification, when possible.
11. Maintain standards of appropriate dress.
12. Other duties as assigned by the Principal, Director, or Division Administrator.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Willingness to follow the policies and regulations of the Office of the Kern County Superintendent of Schools.
 2. Willingness to stay abreast of current education research with regard to cognitive brain development and literacy development.

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. Ability to perform as a collaborative member of a multi-agency team.
 2. Ability to work with supervisors and teachers in a professional and efficient manner.
 3. 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. Must possess a Bachelor's degree in a related field such as School Psychology, School counseling, Social Work, Child Development, Psychology or Special Education.
 2. Must possess appropriate California State teaching credential in a related field, such as English, Reading, or Special Education.
- B. Experience:
1. Certification in Bridges Learning Development program.
 2. Three years of experience in a related field, desirable.
 3. Experience working with high-risk youth, desirable.

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9/29/15
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