

**MARIN COUNTY OFFICE OF EDUCATION
COUNTY COMMUNITY CLASS TEACHER
Job Description**

Brief Description of Position:

At single or multiple sites, using specialized techniques, provides instruction in identified social and academic areas which meets individual and group needs of students who have been unable to succeed in established elementary and high schools and/or continuation schools.

Duties and Responsibilities:

A. Progress of pupil toward the standards of expected pupil achievement.

1. Assess individual student's current level of functioning to determine needs.

Quality Indicators:

- a. Selects appropriate assessment tools, makes necessary adaptations for the population, accurately administers, scores and interprets results.
- b. Collects and reviews pertinent information from records, observations, related agencies, parents and other school staff.

B. Instructional techniques and strategies used by the employee.

1. Design and implement instructional programs to meet students' needs.

Quality Indicators:

- a. Integrates students' needs into the class program using the approved curriculum.
- b. Utilizes appropriate materials to meet students' needs.
- c. Adapts teaching methods based on students' needs and sound principles of learning.
- d. Establishes rapport, provides a suitable environment, and utilizes strategies to promote student learning.
- e. Establishes and maintains standards and procedures which promote an effective learning environment.

C. The employee's adherence to curriculum objectives.

1. Demonstrate knowledge of and utilize established curriculum.

Quality Indicator:

- a. Implements instruction utilizing general curriculum guides and/or course outlines.

D. The establishment and maintenance of a suitable learning environment within the scope of employee's responsibilities.

1. Implement behavior management system to monitor individual student's program and progress.

Quality Indicators:

- a. Defines expected classroom and school behavior.
 - b. Administers consistent consequences, positive or negative.
 - c. Maintains behavioral records as appropriate.
2. Establish and maintain channels of communication with home, school and related agencies as necessary to the needs of individual students.

Quality Indicators:

- a. Develops and implements an ongoing system for communication.
 - b. Communicates effectively in written and oral language.
 - c. Prepares required reports of grades and credits.
 - d. Provides necessary information and consultation pertinent to addressing specific student needs.
 - e. Maintains professional working relationships.
3. Maintain acceptable health and safety standards.

Quality Indicators:

- a. Implements emergency procedures posted in classroom.
- b. Has knowledge of and updates student/staff emergency cards and notifies school staff of any changes.
- c. Maintains and has access to a complete first aid kit and emergency cards at all times.

- d. Implements knowledge of emergency procedures (i.e., fire drill, evacuation route, earthquake drill, first aid).
- e. Provides for appropriate student supervision for all school activities.
- f. Follows appropriate procedures regarding communicable diseases.
- g. Reports accidents and unsafe or unsanitary conditions.

E. Employee's performance of duties and responsibilities.

- 1. Participate in activities designed to promote professional growth.

Quality Indicators:

- a. Attends workshops, classes, inservices, conferences or other related professional activities.

- 2. Observe legal mandates.

Quality Indicators:

- a. Maintains confidentiality concerning information related to students.
- b. Maintains appropriate student records.
- c. Observes legal requirements regarding suspected child abuse reporting.
- d. Maintains other records as required.

- 3. Direct assigned classified staff and volunteers.

Quality Indicators:

- a. Monitors, directs and effectively utilizes assigned classified staff and volunteers on an ongoing basis to carry out instructional program.
- b. Gives ongoing constructive feedback to staff regarding their performance.

Supervision Received:

Works under the direct supervision of Director/Program Manager

Position Qualifications:

Holds a valid California Teaching Credential. Additional authorization (CLAD/SDAIE) for the instruction of English language learners required.