

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 520
EXEMPT

COURT SCHOOL TEACHER

BASIC FUNCTION:

Under the direction of the Administrator, Court and Community Schools (CCS) and assigned supervisor, provide an educational program in both elementary and secondary school levels for alternative education and/or incarcerated students; in one or more classes in assigned subject area(s), prepare students for graduation requirements and/or return to district school.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer and plan a curricular program, based on California state approved standards, quality educational resources and in consideration of individual student needs, to assist students in achieving academic, social and emotional goals.
- Assess students to determine present level of academic performance; use assessment data to inform instructional practices, monitor and maintain student assessment data; support program administration in administering local and state assessments and provide data analysis as assigned.
- Assess student's social and emotional needs; work in collaboration with school personnel, parents, students and community agencies to provide guidance and counseling.
- Assist in facilitating transition services to support students when transferring between court schools, school district, charter school, post-secondary and/or career option as assigned.
- Collaborate with administration, Pupil Personnel Services and community agencies to provide a complete program for students.
- Coordinate and plan the work of paraeducator(s) assigned to the classroom regarding curriculum implementation, classroom management and other duties; provide input into the performance evaluation process, when applicable.
- Determine professional goals and objectives through the assessment and evaluation process.
- Establish and maintain effective communication with Fresno County Juvenile Probation (FCJP) personnel, social service agencies, parents, staff, and administrators.
- Instruct students in a multi-grade level classroom to obtain necessary skills to pursue education and/or career technical educational goals, including meeting graduation requirements and/or transitioning back to district school.
- Maintain professional standards and competence through participation in professional growth opportunities provided by the office of the Fresno County Superintendent of Schools (FCSS) and in self-directed professional growth activities.
- Organize classroom to create a safe and optimal learning environment; provide supervision for the welfare and safety of students by establishing and maintaining standards of student behavior needed to achieve a positive learning environment in the classroom, this including but not be limited to, strategies and positive interventions for students with challenging behaviors.
- Participate in student Individualized Education Plans (IEPs) through the team process; implement student goals and modify lesson plans as established in the IEP; collaborate with special education team.
- Plan classroom teaching strategies, based on assessment data, for individual and small group instruction in assigned subject areas.
- Prepare all necessary and relevant county and/or state reports.

- Prepare and maintain a current work schedule which may include, but not be limited to, lesson plans for substitute teachers.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation, including but not limited to, attendance records, student progress records, and prepare county and/or state reports as assigned and/or required.
- Provide appropriate and creative learning experiences focusing on integrating the California state approved standards.
- Provide coaching and assistance to fellow staff members in meeting the needs of students, classroom management, instructional planning and support, mentoring and modeling lesson plans as assigned; participate in leadership and coaching teams as assigned.
- Provide guidance and support in conjunction with county office and agency personnel to students identified as foster and/or homeless students with 504 plans, and/or students with behavioral support plans as assigned.
- Utilize guidelines set forth in the school site handbooks.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Adolescent growth and development and characteristics of alternative education students.
- Basic record keeping and filing techniques.
- Behavior management strategies.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Conflict resolution.
- Current techniques to maintain a safe environment and provide support for physically or verbally aggressive and/or self-abusive students in a non-harmful manner.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
- Principles, practices, theories, methods, educational trends, techniques and strategies pertaining to serving alternative education students.
- Problems and concerns of students with behavioral challenges and special needs.
- Research methods, report writing and data collection.
- Safe practices in classroom and school grounds activities.
- Standards of training and providing work direction.
- Techniques and procedures regarding curriculum and instructional design and delivery systems.
- Technology integration into the curriculum which engages learners and deepens

- understanding of the curriculum.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Develop and implement modifications and intervention strategies to match specific student needs.
- Intervene appropriately in order to defuse or prevent escalating student behavior.
- Maintain proficient knowledge of new technology in the classroom; integrate technology in all curriculum areas; implement State Standards in instructional strategies.
- Meet schedules and deadlines.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Plan, organize, develop and conduct a comprehensive teaching and instructional program for alternative education students.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.

EXPERIENCE:

- Two years classroom teaching experience preferred.
- Experience and training working with alternative education students preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Multiple Subject or Single Subject Teaching Credential; or eligibility to be granted a credential or permit authorizing teaching in a court school setting; English Learner Authorization.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull

Notice Program may be required and throughout employment with the County Superintendent.

- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Court and/or Community School environment.
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including, but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts from students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: January 20, 2015
Revised Date: April 12, 2018