

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION  
Human Resources Department

**TEACHER: INDEPENDENT STUDY  
ALTERNATIVE EDUCATION**

JOB SUMMARY

Under the direction of the Area Administrator, Alternative Education, the teacher provides directed learning experiences in academic skills, social skills, living skills, job skills and career planning for students attending the Independent Study Program; oversees testing and career counseling services; directs aides and volunteers in the classroom; assists and works as a team with the County Probation Department and Mental Health Department staff assigned to the school; plans and implements a program for each student; and performs other related duties as assigned.

QUALIFICATIONS

Required:

1. A valid California teaching credential.
2. A valid California driver's license.
3. A demonstrated ability to communicate effectively orally and in writing.
4. Experience and/or training in the guidance of at-risk youth.
5. Knowledge and experience in design and implementation of behavior modification techniques.

Desirable:

1. Experience teaching in intermediate and/or high school.
2. Knowledge of career and vocational skills.
3. Knowledge of basic academic development.
4. Established pattern of professional growth.

KNOWLEDGE AND ABILITY

1. Knowledge of modern teaching methods and techniques.
2. Ability to manage and prioritize multiple activities.
3. Ability to communicate orally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to students, community and staff.
4. Ability to collaborate effectively on inter- and intra-agency levels.
5. Ability to assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student.
6. Ability to plan and conduct a system of continuous evaluation of each student's progress.
7. Ability to establish and maintain communication between the Independent Study Program and home school.
8. Ability to maintain suitable classroom control.
9. Ability to maintain suitable learning environment including appropriate planning and organization of classroom, and provides appropriate materials.
10. Ability to keep accurate class records and submit reports in a timely manner.
11. Ability to direct and evaluate aides and volunteers.
12. Ability to drive a car.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Assess individual needs of each student.
2. Establish realistic and appropriate goals and objectives for each student.
3. Design and implement a program for each student.
4. Plan and conduct a system of continuous evaluation of each student's progress.
5. Establish and maintain communication between the Independent Study Program and home school.
6. Maintain suitable classroom control.

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7. Maintain suitable learning environment including appropriate planning and organization of classroom.
8. Provide appropriate materials for students.
9. Consult with appropriate support personnel.
10. Keep accurate class records.
11. Submit necessary reports in a timely manner.
12. Provide adequate information for substitutes.
13. Direct and evaluate aides and volunteers.
14. Develop and implement reasonable personal goals and objectives.
15. Drive a car.

PHYSICAL REQUIREMENTS for this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
2. Facility and stamina to sit and stand alternately for up to 7 ½ hours.
3. Physical strength and emotional stamina sufficient to maintain control of behaviorally disordered students.
4. Facility to see and read lessons, books, rules, policies and other printed matter, with or without vision aids.
5. Facility to hear and understand speech at normal room levels, on the playground, and to hear and understand speech on the telephone.
6. Manual dexterity to dial a telephone, and operate audio-visual and other classroom equipment and teaching aids, using both hands.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, on the playground, in training sessions and other meetings.
8. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk on uneven terrain, to climb stairs, and to reach overhead.
9. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

### Teacher Salary Schedule

Adopted: 5/10/85  
Revised: 2/7/89; 9/28/93; 12/12/02  
Accountability for time: Area Administrator, Alternative Education  
Tasks assigned by: Area Administrator, Alternative Education  
Evaluated by: Area Administrator, Alternative Education  
Hiring Authority: Area Administrator, Alternative Education