

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
Human Resources Department

TEACHER: MIGRANT EDUCATION PROGRAM

JOB SUMMARY

Under the direction of the assigned supervisor, the teacher provides directed learning experiences in academic skills, social skills, living skills, job skills and career planning for general and special education students attending the Migrant Education Program. Oversees pre and post assessments and other local benchmark assessments. Directs support staff and volunteers in the classroom. Assists and works as a team staff assigned to the program. Participates in the implementation of IEPs and Section 504 Plans. Perform general supervision tasks during student meals, breaks, and before and after class. Performs other related duties as assigned.

QUALIFICATIONS

Required:

1. A valid California teaching credential authorizing services to students in general education or a valid California teaching credential authorizing services to students with mild/moderate disabilities.
2. English Learner (EL) or Crosscultural Language, and Academic Development (CLAD) certification or willingness to apply for Emergency CLAD and obtain certification within CTC timelines. Knowledge and experience in design and implementation of behavior modification techniques.
3. A demonstrated ability to communicate effectively orally and in writing.
4. A valid California driver's license.

Desirable:

5. Knowledge and experience in design and implementation of behavior modification techniques.
 1. Experience teaching in a migrant education program.
 2. Knowledge of language development.
 3. Knowledge of basic academic development.
 4. Established pattern of professional growth.

KNOWLEDGE AND ABILITY

1. Knowledge of modern teaching methods and techniques.
2. Knowledge of resources available to parents of migrant students.
3. Knowledge of the IEP process and development.
4. Ability to manage and prioritize multiple activities.
5. Ability to communicate effectively verbally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to students, community and staff.
6. Ability to collaborate effectively on inter- and intra-agency levels.
7. Ability to assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student.
8. Ability to plan and conduct a system of continuous evaluation of each student's progress.
9. Ability to establish and maintain communication with all stakeholders.
10. Ability to maintain suitable classroom control.
11. Ability to maintain suitable learning environment including appropriate planning and organization of classroom, and provides appropriate materials.
12. Ability to keep accurate class records, including attendance and lesson plans, and submit reports in a timely manner.
13. Ability to direct and provide feedback on support staff and volunteers.
14. Ability to provide consultation and screening to determine eligibility for special education services.

15. Ability to monitor and evaluate pupil progress by observations and formal/informal assessments.
16. 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 with all stakeholders.
6. Maintain suitable classroom control.
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, including attendance and lesson plans.
11. Provide information and assistance to parents.
12. Monitor pupil progress by observation and formal and informal assessments.
13. Develop review, and implement IEPs and Section 504 Plans.
14. Provide consultation, demonstration, direct instruction, resource information, and materials to parents, staff, and community agencies regarding enhancing growth and development of all students.
15. Submit necessary reports in a timely manner.
16. Direct support staff, and volunteers.
17. Develop and implement reasonable personal goals and objectives.
18. Perform general supervision tasks during student meals, breaks, and before and after class.
19. Drive a car.

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

1. Mental acuity to perform essential functions listed in this job description and to make other determinations relative to the effective performance of tasks.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility and stamina to sit and stand alternately for up to 7 1/2 hours.
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 operate 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.