

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: ALTERNATIVE EDUCATION LIBRARIAN & LITERACY TEACHER**

**BASIC FUNCTION:**

Under general direction of the Principal-Alternative Education, assists in establishing and attending to libraries in each of the Alternative Education Department school settings, delivering literacy curriculum and instruction to students in th



Develops literacy materials for staff and tutors; coordinates the ordering and dissemination of such materials; provides materials and instructional strategies for after school literacy programming

Prepares grant requests and develops ongoing funding sources for the program.

Collaborates with technology services and provides technical support for student computers and access to online resources



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment;  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;

