

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT – SUMMER SCHOOL - ALTERNATIVE EDUCATION DEPARTMENT

General Description

Under the direction of the site principal, plans, organizes, and provides instructional and administrative leadership to the staff and students in alternative educational programs; directs the implementation of instructional programs and determines placement for students; maintains management information and serves as liaison with districts, the SCCOE, community agencies, and parents; ensures safety protocols are followed by staff, students, and visitors.

Duties and Responsibilities

ESSENTIAL DUTIES:

Plans, organizes, and provides instructional and administrative leadership to the staff and students in the Alternative Education summer education programs.

Implements, monitors, and provides leadership to develop the Alternative Education curriculum and instructional programs.

Determines appropriate classroom placement for students, methods of handling inappropriate or unsafe



Prepares and maintains a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Operates a computer and assigned software programs; uses other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

Working Condition

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:



Maintain management information;

Serve as liaison with districts, the county office, community agencies, parents, and the public;

Communicate effectively;

Interpret, apply and explain rules, regulations, policies, and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt a practical course of action;

Meet schedules and timelines;

Work with the community on special projects; and

