

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
JUVENILE HALL INSTRUCTOR

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Provides a classroom environment conducive to learning, with consideration for the safety and the physical and emotional well being of the pupils.
- Establishes and maintains standards of pupil behavior necessary for a functional learning atmosphere and maintains a pleasant and positive attitude in order to foster pupil feelings of pride and self-worth.
- Selects and requisitions books, instructional materials, supplies, and equipment. Assumes the responsibility for the care of equipment, maintains an inventory of materials and equipment and submits a room inventory at the end of each school year.
- Establishes, with the IEP team, standards of expected progress for individual students in designated areas of instruction or development and techniques for periodic assessment of that progress.
- Prepares written lesson plans and selects instructional materials/equipment which shall reflect the individual diagnostic, prescriptive, and performance characteristics of each pupil.
- Provides individual and small group instruction in order to adapt the instruction and curriculum to the needs of pupils with varying physical, intellectual, and perceptual abilities, attitudes, emotional needs and cultural, socioeconomic, or linguistic backgrounds.
- Provides motivation and a varied approach to pupils who have short attention spans and/or who have difficulty in working independently.
- Provides counsel to pupils in assisting them with understanding and coping with disabilities and other educational and personal problems.
- Maintains and submits reports of health and attendance and keeps all other records and submits necessary reports as required by law and/or the Department of Education.
- Maintains an understanding of the general education curriculum and aligns the classroom instruction with that curriculum as appropriate to the individual pupils.
- Attends Department and School-site meetings as required.
- Implements, as appropriate, the Individualized Education Programs of handicapped students.
- Abides by all policies of the Department.

- Cooperates with Juvenile Hall officials.
- Performs other duties normally required to be performed by certificated employees as adjunct to the regular teaching assignment.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience and Education:

- Valid California Multiple or Single Subject Teaching Credential
- English Learner Authorization
- Experience in Alternative Education desired
- Bilingual proficiency in English/Spanish desirable, but not required

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.