

Job Summary:

The Teacher - SEE Program provides a wide variety of individual and group instruction to students enrolled in traditional education settings. Duties include work in conjunction with local school district officials and the SEE Counselor to ensure appropriate instruction as determined by the State of California Standards.

Essential Job Functions:

- ▶ Teaches students individually, or in groups, to enhance learning and ensure students meet educational objectives.
- ▶ Maintains records of student attendance, course work, and grades to provide program accountability.
- ▶ Develops/designs lesson plans, curriculum, and instructional materials to achieve program objectives.
- ▶ Supervises students to provide a safe and optimal learning environment.
- ▶ Assesses student progress to give feedback to students and parents to plan an educational program for students based upon their needs.
- ▶ Communicates with staff, students, parents, and agencies to share information and to meet student needs.
- ▶ Directs/guides/supervises student aides and instructional aides to provide an effective school program which addresses the needs of individual students.
- ▶ Promotes good citizenship, conduct, initiative and good work habits to motivate students and encourage their academic and social growth.
- ▶ Participates in various meetings (e.g. parent conferences, in-service trainings, site meetings) to receive or provide information.

Essential Job Requirements - Qualifications:

Experience Required:

- ▶ Two years successfully teaching experience preferred.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - operate a computer for the purpose of record keeping and functional program areas
 - motivate students
 - communicate with individuals from varied educational and cultural backgrounds
 - direct support personnel
 - evaluate performance
- ▶ **Knowledge of:**
 - curriculum development
 - effective instructional strategies
- ▶ **Ability to:**
 - use a PC with Windows and Microsoft Office software
 - maintain a safe and orderly classroom environment
 - communicate effectively with students, parents, and school officials
 - operate audio-visual equipment and related systems within a classroom setting.

Education Required:

- ▶ A Bachelors Degree.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Teaching Credential.
- ▶ Must be able to meet highly-qualified teacher requirements in one or more core areas under the No Child Left Behind Act.
- ▶ EL authorization.
- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

Revised April 2006

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.