

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
JOB DESCRIPTION**

Job Title: ALTERNATIVE EDUCATION CLASSROOM INSTRUCTOR REDMOND Supervisor: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Effective Date: August 1, 2018 Revised Date:
Grade Level: 7(10)	FLSA Status: <input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> FTE
Department: Youth Education Department Manager: Youth Education Manager	Work Location: Redmond Reports to: Youth Education Manager
Minor Safety-Sensitive Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Subject to Drug/Alcohol Testing: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

POSITION SUMMARY: Works with the school district and other partners, including the juvenile justice system and other social service agencies, as part of COIC's alternative education team to recapture youth who have dropped out or are at risk of dropping out of regular school.

ESSENTIAL JOB FUNCTIONS

- Provides instruction, guidance, and supervision to students attending the COIC Dropout Re-engagement Program.
- Actively seeks out and enrolls youth who have either dropped out of high school or are a high school non completer.
- Performs daily school operations including administrative duties which include, but are not limited to student discipline, statistical reporting, school district liaison and contact.
- Coordinates and communicates student absences with parents and school personnel.
- Instructs students based on the Oregon Framework and Oregon Model Core Teaching Standards. Includes, but is not limited to: independent study, direct instruction of small or intermediate groups, GED instruction, curriculum development, student education plan creation, discipline, and administering assessments.
- Maintains student records. May include, but is not limited to: grading, maintaining student portfolios, attendance, transcript evaluation, and case and incident notes.
- Coordinates and communicates with local partners. Communicates with students and parents/guardians on a regular basis. Communicates with local school district personnel and participates in student planning meetings. Coordinates with local probation officers and juvenile justice departments.
- Works with COIC Youth Employment Counselor to coordinate Workforce Innovation and Opportunity Act performance for students, assists with natural resource curriculum. Works to integrate WIOA and educational services. Other duties as assigned.
- Will establish, in collaboration with the Youth Education Manager, at least two students learning and growth (SLG) goals annually and identify measures that will be used to determine goal attainment.
- Maintains classroom hours as required by applicable contracts and assure presence in classroom at least 30 minutes prior to class start time for student arrival.

MINIMUM EDUCATION & SKILLS REQUIRED

Educational/Experience Requirement

- Oregon Teacher Standards and Practices Commission (TSPC) Licensure with Language Arts or Math Endorsement.

Educational/Experience Preferences

- TSPC English to Speakers of Other Languages (ESOL) Endorsement; TSPC Multiple Endorsements; Experience in Alternative Education; Bilingual.
- Maintains appropriate license and training hours required.

Essential Knowledge, Skills and Abilities

- Adheres to all Oregon Administrative Rules, specifically OAR 581-022-2410, 2415, and 2420.
- Assures compliance with applicable district, state local and federal laws, rules and regulations.
- Must complete an Oregon Department of Education fingerprinting and criminal record check and agree to release that information to the Department of Education.
- Knowledge of group facilitation, counseling techniques, and teaching methods.
- Demonstrated skill in record keeping procedures and practices.
- Working knowledge of case management.
- Working knowledge of Microsoft Excel and Access.
- Must be flexible and willing to take on a variety of roles and responsibilities to ensure the success of the alternative education program.
- Work independently and effectively without close supervision.
- Communicate effectively, both in writing and verbally.
- Establish and maintain cooperative working relationships and work as a team.
- Exhibit courtesy and professionalism to represent COIC in a manner that will maintain and promote the positive reputation of the organization.
- Exercise discretion in confidential matters.

Basic Job Requirements

- Must maintain client and agency confidentiality.
- Must have the ability to work independently and effectively without close supervision as well as within a team environment.
- Utilize effective time management and organizational skills.
- Mobility to work in a typical office setting and use standard office equipment.
- Must pass a criminal background and driving background check.
- Must successfully pass a non-DOT (minor safety sensitive) pre-employment drug test.

Physical Requirements

Light duty work in classroom setting. Some walking, standing, stooping and occasional carrying and/or lifting of items under 20 pounds. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

Alternate High School Education Classroom environment, working at a desk, working with computers and other office equipment.

Exposure to Confidential Information: HIPAA: Yes No **Payroll:** Yes No

This job description is Not all inclusive and is subject to change. Additional duties and tasks may be assigned, as necessary. Employment remains "AT-WILL" at all times.

Employee Signature: _____

Date: _____

H.R. Manager Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____