

JOB DESCRIPTION  
September 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**TEACHER, STUDENT SERVICES**

**General Purpose:**

A Teacher, Student Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Student Services is part of a professional learning team that provides high quality instructional programs to promote academic, and social emotional development. The Teacher, Student Services provides teacher and support to students in non-traditional school settings.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required.

- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Review students' needs and differentiates instruction based on individualized student goals.
- Provides individualized, small group and whole class instruction.
- Plans, administers, and interprets student assessments.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Meets with parents/guardians on a regular basis to review student progress and works on individual education-related and functional issues.
- Participates in transition planning for students moving to other environments.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Collaborates with a variety of individuals and agencies as it relates to student support.
- Complies with the rules and regulations set forth in the California Education Code; Title 15; and Procedures and Policies of the Placer County Office of Education (PCOE).
- Provides modifications and accommodations as indicated on IEPs for assigned pupils.
- Prepares and delivers California Common Core Standards-based lessons in a multiple grade setting.
- Assesses student learning on a regular basis and modifies instruction to meet student academic needs.
- Differentiates instruction for students.
- Develops Individual Learning Plans for students enrolled in the program and monitors student progress.
- Implements Positive Behavior Interventions and Supports to maintain a structured, positive learning environment.
- Participates as part of a high performing collaborative team using student achievement data to improve student performance.

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- Participates in Professional Learning with other teachers.
- Clearly presents learning outcomes to students.
- Adapts instructional strategies based on awareness of the effectiveness of each strategy with each group of students.
- Involves students in monitoring their own progress, provides multiple opportunities for students to demonstrate proficiency and assigns subject and course grades consistent with research-based practices that accelerate student learning.
- Works closely with other schools to coordinate instructional programs and smooth transition of students between schools.
- Maintains attendance records, pupil assessment records, transcripts, and other reports as required.
- Participates in school/program placement procedures for students.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- Master's degree is preferred.

#### **Experience:**

- History of successful teaching at the Middle School or High School level is preferred.
- Experience working as part of a collaborative instructional team is preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of subject area and current instructional methodologies and techniques associated with students.
- Knowledge of the California Common Core State Standards and expectations for student proficiency.
- Knowledge of effective instructional practice including strategies for active student engagement, differentiating instruction and formative, student-involved assessment.
- Skills and ability to analyze student assessment data and provide targeted instruction to meet student needs.
- Skills and ability to establish and maintain trusting relationships with students.
- Skills and ability to coordinate educational programs with the Department of Health and Human Services and Probation.
- Skills and ability to conceptualize new ideas and approaches, and integrate them into a coherent program.
- Ability to adjust teaching strategies to meet the needs of the assigned age grouping.
- Ability to work effectively with parents/guardians, community agencies and colleagues.
- Ability to administer, analyze, and interpret a variety of assessment measures.
- Ability to function as a positive, contributing member of an educational team.

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### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California General Education teaching credential based upon a bachelor's degree and student teaching.
- Must possess or have the ability to obtain an English Learner Authorization.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer with or without reasonable accommodation.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training session, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

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**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor: *Susan Connolly*

Date: 9/4/2024

Human Resources: *Colleen Sattiny*

Date: 9/4/2024