

**JOB DESCRIPTION  
ACADEMIC TEACHER  
EDUCATIONAL SERVICES**

**I. STATEMENT**

The Court-appointed teacher in Educational Services is responsible for supervision and creating an academic atmosphere for students attending school in multiple settings (detention center classroom, computer lab, and alternative classroom).

**II. QUALIFICATIONS**

- A. Bachelor's Degree required, Masters in Education preferred.
- B. Teaching certificate with strong math skills desired.
- C. Work experience with children ages 12-18
- D. Must be familiar with classroom instruction and managing resistant learners.
- E. Knowledge of and familiarity with IEP Interventions and specialized instruction.
- F. Must have strong interpersonal skills, be team oriented and able to co-teach.
- G. Valid driver's license.

**III. RESPONSIBILITIES**

- A. Online Learning:
  - 1. Monitor online learning students.
  - 2. Ensure compliance with court policy on appropriate web material.
  - 3. Troubleshoot computer and program access problems.
  - 4. Interact with SMART Boards
- B. Instruction:
  - 1. Lesson plans will be made for the projected number of students one week in advance. Lesson plan will address the group activity in areas of life skills, health and physical education.
  - 2. Provide individual and class instruction for students without assignments from home schools in major subject areas and living life skills.
  - 3. Provide specialized instruction for slow or disabled students in major subjects and living skills.
  - 4. Review students' achievements and behavior on a daily basis and when necessary provide a written report.
  - 5. Monitor assignments which are sent by the school and adhere to their requirements.
  - 6. Develop a positive rapport with students which will then provide a supportive learning environment.
  - 7. Maintain basic classroom control and discipline.
- C. Supervision of lunch and study times.
- D. Participate in and provide transportation for field trips.

- E. Maintenance – the teacher will supervise the cleaning of instructional area when required, and participate in the design of a visually inviting atmosphere.
- F. Perform any other duties deemed necessary and proper by the Educational Services Supervisor, Director of Administration and Judge.

8/16/2018