

JOB DESCRIPTION

Job Title: Teacher (W&E)

Supervision Received: Reports to and works under the general supervision of the Operations Manager who assigns duties and reviews work for effectiveness according to established work standards.

Supervision Exercised: This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel. May direct the activities of practicum students and volunteers as required.

Position Summary: Provides instruction and guidance to students.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Administers academic and functional tests to students.
2. Designs programs of study and evaluates results.
3. Provides documentation of progress and results.
4. Prepares student reports as required.
5. Authorize and maintain learning system and records for statistical analysis.
6. Assist outside agencies and schools with cooperative academic development projects.
7. Implements learning center recruitment strategies.
8. Consistently maintains a professional and courteous manner and an ability to work harmoniously with other employees and the general public.
9. Maintains regular job attendance and adherence to working hours.
10. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

Must possess and maintain a valid/current Oregon secondary teaching certificate. A Bachelor's degree in education or counseling or other related field from an accredited school required. One year teaching experience in remedial or vocational education preferred; or an equivalent combination of related education, training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Training, skills and interest working with target population required. The ability to productively work in a computer assisted instruction and programmed learning in an open classroom setting. The ability to operate a personal computer is required.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification. Possession of or ability to obtain a valid Oregon driver's license required. Some positions may require the possession of or the ability to obtain current First Aid and CPR certification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. CSC is an Equal Opportunity Employer and Affirmative Action Employer

Usual office working conditions. Typically exposed to office noises and interruptions such as printers, telephones, clients. In the performance of job duties, the employee is frequently required to sit, talk, see or hear, walk, use hands to; grasp, handle, or feel objects, or controls; and reach with hands and arms. Regularly required to stand and walk, occasionally required to stoop, kneel, crouch, or crawl, climb or balance. On business travel you may encounter varying weather conditions.

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____