

**TEACHER, ADULT ED CORRECTIONS, CTE**

**Definition:**

Under the general direction of the Director of Adult Education, and Sonoma County Sheriff's Office develops and teaches basic educational vocational programs for adult inmates in Sonoma County Correctional Facilities.

**Distinguishing Characteristics:**

- Employees in this class are required to have special expertise applicable to the educational program(s) assigned.
- This class requires a high degree of knowledge, skill and experience in working directly with incarcerated adults..

**Supervision Exercised and Received:**

Supervision provided by the Director of the Career Technical Education Program.

**Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Assesses individual student's current level of functioning to determine needs;
- Designs and implements instructional programs to meet student's needs;
- Develops lesson plans and instructional materials using community resources and alternative approaches to learning to teach students the knowledge, skills and behaviors necessary to function in the community;
- Provides substitute teachers with written lesson plans, appropriate materials and instructions as to disciplinary and emergency procedures;
- Participates in the development of curriculum and other programs within the court and community schools;
- Demonstrates knowledge of and utilizes established curriculum;
- Provides other such instructions and services to the students whenever possible so as to contribute to the attainment of other goals of the instructional program;
- Keeps records of student performance and attendance and evaluates students' academic growth;
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems;
- Supplements the program with an appropriate learning environment enriched through the use of audio-visual aides, technology, special programs, auxiliary books and materials;
- Creates a functional and attractive learning environment through displays, special programs, bulletin boards and interest centers;
- Establishes and maintains standards of student behavior needed to provide a safe, healthy, orderly and productive classroom environment;
- Participates in activities designed to promote professional growth;
- Observes legal mandates;
- Maintains student confidentiality;
- Directs assigned classified staff and volunteers;
- Performs related duties as assigned.

**Employment Standards:**

Knowledge of:

- Students with high level personal problems who require educational and employment resources;
- Appropriate teaching strategies;
- Classroom management techniques to correct self-defeating behaviors and to support self-enhancing behaviors;
- Evaluation and assessment techniques and instruments;
- Appropriate materials and processes for students working at various degrees of education and ability to reach different levels of proficiency;

- Appropriate materials and processes for teaching a wide range of skill levels as well as students with a history of substance abuse in a single classroom environment;
- Developing, monitoring, and grading correspondence educational packets for inmate students unable to come to class because of their behavior and/or charges.

Ability to:

- Select appropriate materials and/or processes for difference age, ability and functioning levels;
- Choose from a variety of techniques and instruments in order to evaluate student progress;
- Employ observation techniques and classroom management techniques required to increase task behavior;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Work/teach within confines of a detention facility as it may require teaching inside a module with exposure to many inmates looking through their cell windows as you teach;
- Must view learners as partners, and actively solicit student thinking and direction;
- Show as a daily practice unabashed enthusiasm for leading students into complex real life business projects.

**Education and Experience:**

Any combination of education and work experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- *Preferred, but not required:* Bachelor’s Degree from any accredited college with an emphasis in education.

Experience:

- *Preferred but not required:* Some formal experience or training in working with incarcerated adults in dealing with a wide range of behavior problems and substance abuse.
- Spanish speaking is desirable, but not required.

Credentials:

- An appropriate valid California Teaching Credential or a valid California Designated Subject Adult Education Credential in Vocational Training.

**Work Environment:**

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California drivers license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.