

Geyserville New Tech Academy
Alternative Education / Independent Study / College Career
Certificated Teacher & Mentor

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of these leadership-minded staff members and utilize their skills and talents to assist with this goal.

Position Overview/Basic Function

Under the direction of the site administrator, the teacher/mentor provides a wide variety of individual and group instruction as determined by the State of California Standards. This includes assisting at risk students in understanding their choices for post-secondary education and career training. At-risk students include EL students, socio-economically disadvantaged students, Foster Youth, students with disabilities and any other designated group of students identified as needing such assistance. The teacher/mentor is also responsible for the following: maintaining liaisons with community leaders and businesses; providing information and/or direction to students, parents, teachers and the administrator about college and career educational services available to eligible students; developing and monitoring of program data and reports; and promoting programs with students, staff and parents.

Essential Duties and Responsibilities include (but not limited to) the following:

- Prepare monthly, weekly and daily lesson plans for all courses
- Be able to teach multiple subject material at a variety of skill levels
- Conduct culturally relevant dialog appropriate for students coming from varied cultural, ethnic, linguistic, and economic backgrounds and incorporating students' experiences into learning
- Inform the site administrator and other appropriate staff of academic and non-academic issues that affect student progress
- Enroll students into appropriate course in *Edgenuity* and track coursework attendance weekly
- Use of a variety of appropriate instructional methods to address different learning styles
- Assist in identification of outside resources related to career education needs
- Monitor and evaluate student progress in SchoolWise and ECHO
- Perform duties associated with attendance and record keeping

- Coordinate a variety of events and programs (e.g. student assessments, classroom presentations, career fairs, college visits, field trips, student placement and follow up, etc.) for the purpose of supporting the smooth transition from high school to post-secondary education or career employment
- Maintains connection and communication with post-secondary institutions, employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for eligible students
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and to remain knowledgeable of program guidelines
- Other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit

Standards of Knowledge and Ability

Specific skill, knowledge and ability-based competencies are required to perform the functions of the job at a satisfactory level. These include, but are not limited to, the following:

Required skills:

1. Operating standard office equipment
2. Usage and implementation of pertinent software applications
3. Preparing and maintaining accurate student and district records
4. Making presentations before groups
5. Planning and managing projects
6. Acquiring, retaining and improving job skills as demands and requirements change
7. Competency to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions

Knowledge of:

1. Algebra and geometry in order to competently use on a regular basis
2. Review and interpretation of technical information
3. Speaking persuasively to implement desired actions
4. Analyzing situations in order to define issues and draw conclusions
5. Codes, regulations, laws and procedures related to the job functions
6. Data compilation and reporting
7. College and Career programs available to students from a variety of organizations

Ability to:

1. Adapt to changing work priorities, including setting and realigning priorities on a continuous basis
2. Be attentive to detail
3. Set meeting schedules and deadlines
4. Schedule a number of diverse activities, meetings, and/or events
5. Flexibility in working with others in a wide variety of circumstances
6. Work with significantly diverse individuals and/or groups
7. Appropriately maintain confidentiality at all times
8. Communicate effectively with persons of varied backgrounds
9. Establish and maintain effective working relationships
10. Frequently gather, collate, classify, analyze and/or report data using a broad array of methods and systems
11. Competently and efficiently use job related equipment

Education Required

Bachelor's Degree in related area

Credentials / Training Required

Appropriate California Teaching Credential

Experience Required

Demonstrated experience with school leadership activities that provide the required knowledge, skills and experiences.

Additional Requirements and/or Qualifications**Additional Requirements:**

None at this time.

Required Qualifications:

None at this time.

Desirable Qualifications:

Five (5) or more years of teaching experience

Functional and effective knowledge of Spanish

Master's Degree or higher from an accredited college or university with an emphasis in education

Working Conditions

Majority of work is conducted in a classroom or general office setting.

Reports To

Superintendent

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.