



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Temporary Independent Living Instructor #4080
(Classified)
County Operated Schools and Programs (COSP)

SALARY PLACEMENT: Short Term Hourly Salary Schedule

SUMMARY OF POSITION:

Under the Direction of the Assistant Superintendent of County Operated Schools and Programs (COSP) and the Director of Foster Youth and Homeless, promotes and nurtures the basic life skills education of foster youth students by planning and tailoring Independent Living courses of study; providing a safe environment conducive to learning; and providing important community connections for foster youth students. Perform related work as required. This position will work directly with students in a class setting, small group, or individually in an academic setting

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a high school diploma or equivalent. Able to demonstrate proficiency in basic reading, writing and math skills at a level required of high school seniors. One year of experience in working directly with students to support their learning, or a combination of education and experience.

DESIRABLE EXPERIENCE:

Experience interacting with youth. Experience working in an educational setting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- be flexible and receptive to change
- demonstrate respect for students, parents, and staff
- play passionately when appropriate
- demonstrate and model
- think critically
- operate a computer
- carry out oral and written directions and communicate effectively

Possess:

- basic computer skills
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by San Joaquin County Office of Education (SJCOE) policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Participate in staff meetings as required.
2. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.

3. Perform a variety of clerical tasks, including typing, copying documents, gathering materials, and maintaining records.
4. Maintain confidentiality on job related matters.
5. Educate students by planning and developing course of study according to curriculum and grant guidelines, county, state, federal requirements.
6. Tailor course of study by developing modifications for several levels of academic ability and previous achievement.
7. Develop and present lesson plans by using a variety of techniques, including lectures, projects, exhibits, field trips, audiovisual and library resources, computers, and the internet.
8. Collaborate with mentoring staff and other YESS program staff to maintains order in the classroom by counseling students with behavioral problems; consulting with other professionals where there appears to be evidence of learning disabilities, drug, or alcohol abuse, problems of social adjustment, or child abuse.
9. Maintain safe, secure, and healthy educational environment by establishing, following, and enforcing standards and procedures, complying with legal regulations.
10. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school or home setting.

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