

Position opens: September 12, 2018

Elko County Human Resources Employment Opportunity Announcement

POSITION: ELITE Program Teacher

SALARY: \$39,000 Annual Salary

APPLICATION DEADLINE: October 12, 2018

Elko County is seeking qualified applicants for the position of ELITE Program Teacher. The successful candidate will provide individual and group instruction in academic subjects and other selected subjects to students. Teach courses and coordinate online learning for a variety of courses for high school aged students in a non-traditional school setting. Students enrolled may be at-risk and disenfranchised youth. Encourage students to succeed and complete high school requirements. Willingness and ability to implement programs for students to meet needs of student population. Expected to take a leadership role in developing individual education programs for students. Will be responsible for implementing and evaluating the progress of at-risk youth in the program. Bachelor's degree from an accredited college or university with major coursework in education or a related field. Must hold the proper certification and endorsement required by the State Board of Education: Qualifying License of Secondary or Special and Qualifying Endorsement Alternative Education. Must possess and maintain a valid driver's license. Successful candidate will be required to pass background check.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax

Elko County is an Equal Opportunity Provider and Employer.

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



ELKO COUNTY
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

Job Code: 19151
Date Est.: 8/2018
Last Rev.: N/A
FLSA: Exempt

TEACHER

DEFINITION

Provides individual and group instruction in academic subjects and other selected subjects to students. Teach courses and coordinate online learning for a variety of courses for high school aged students in a non-traditional school setting. Students enrolled may be at-risk and disenfranchised youth. Encourage students to succeed and complete high school requirements. Willingness and ability to implement programs for students to meet needs of student population. Expected to take a leadership role in developing individual education programs for students. Will be responsible for implementing and evaluating the progress of at-risk youth in the program.

DISTINGUISHING CHARACTERISTICS

This position receives general direction from the Chief Juvenile Probation Officer and works closely with the school district which provides accreditation for the program.

Due to the wide range in age, aptitude, and level of educational achievement of students in the ELITE education program, instruction is given at various grade levels. The level of instruction is frequently based on the education or social deficiency of the group or of a particular individual. Emphasis is on the methodology of instructing “at-risk” students rather than on the routing presentation of subject matter.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Deliver instruction using approved curriculum which may include managing/facilitating online courses to meet approved standards.
- Works collaboratively with school and agency counselors, teachers, administrators, parents and related service providers in developing the overall educational plan for students to include lessons that address the student’s behavioral needs, interests and abilities as well as the efficient progress of the students. May include administering assessments to ascertain academic needs.
- Develop and maintain classroom norms, structure, and protocols while creating an environment that is conducive to learning.
- Provide essential supervision to the students.
- Implement a variety of effective instructional strategies consistent with lesson objectives.
- Monitor and assess student progress regularly and adjust instruction accordingly.
- Maintain student records in a confidential manner. Records include but are not limited to, attendance, student evaluation, student progress reports, needs, strengths, anecdotal records and observations, and grade system reports.
- Undertake small group discussions with students.

- Submit necessary reports in a timely manner.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Remain current on instructional practices in education and willingness and ability to attend trainings and workshops which may require out of area and overnight travel
- Abide by federal law, state statutes, Elko County policies and regulations.

QUALIFICATIONS

KNOWLEDGE OF:

- Principles and methods of teaching secondary level subjects.
- Current trends in educational methods and procedures
- Principle of remedial teaching techniques and those of directed classroom instruction
- Principles of educational psychology.
- Unique issues of “at-risk” students.

SKILL AND ABILITY TO:

- Evaluate student abilities and deficiencies and adjust instructional techniques accordingly.
- Gain the interest, respect and cooperation of students.
- Maintain classroom discipline.
- Develop a working knowledge of the court and community schools in local school districts.
- Speak and write effectively.
- Analyze situations accurately and adopt an effective course of action.

OTHER CHARACTERISTICS:

- Willingness to work in nontraditional school settings with students who may be considered “at-risk” by school authorities or juvenile justice systems.
- Willingness to engage in meetings and activities before and after school with other staff members and probation department personnel.

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Bachelor’s degree from an accredited college/university with major coursework in education or a related field.
- Must hold the proper certification and endorsements as required by the State Board of Education: Qualifying License of Secondary or Special and Qualifying Endorsement: Alternative Education
 - Such alternatives to the above as the Board of Trustees may find appropriate and acceptable.
- One (1) year working with “at-risk” youth preferred.

LICENSES OR CERTIFICATES

Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.

- Nevada teaching license issued by the Nevada Department of Education.
- Certification in relevant subject area.
- Nevada Driver’s License.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Employee's acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed