



## Job Description

**Job Title:** Post Disposition Transition Teacher-Juvenile Detention

**Position Code :** 7E02, 7E03, 7E04, GE02, GE03, GE04,  
XE02, XE03, XE04, PE02, PE03, PE04

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 37A, 38A, 39A

**Contract Length:** 220 Days

### **Job Summary**

Position is responsible for coordinating various aspects of transition, providing specialized instruction related to career and life skills, creating a classroom environment favorable to learning and personal growth of every student; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for becoming a responsible citizen in accordance with each pupil's ability.

### **Essential Duties**

1. Works with at-risk students at various academic/achievement levels to provide educational services which are comparable to those in public school
2. Maintains a classroom environment conducive to effective learning in a restrictive setting.
3. Evaluates student performance on a regular basis to assist them in setting and maintaining goals.
4. Develops and maintains standards of classroom behavior.
5. Establishes high expectations for students by employing a variety of instructional strategies and media.
6. Performs duties as a team member on an interdisciplinary team in a professional and ethical manner.
7. Prepares or assists with the transition of students back into the school or other setting when needed.
8. Maintains a positive school climate by cooperating with other staff in planning the instructional program, goals and objectives.
9. Utilizes the team approach by working closely with the detention home staff and administration.
10. Maintains accurate, complete and correct records as required by law, division policy and regulations.
11. Complies with and enforces school rules, state and federal guidelines.'
12. Attends and participates in faculty meetings and other professional meetings called by the administrative staff.
13. Performs other school duties and assignments as appointed.

### **Other Duties**

14. Provide Careers class daily to teach students how to find a job, secure a job and keep a job.
15. Provide Independent Living Skills Class daily to teach adult living skills necessary to living on one's own.
16. Provide ISAEP/GED® class daily for all students that need class work in order to prepare for the GED® test. Provide Official pre-testing, arrange GED testing and arrange graduation ceremonies.
17. Assist and supervise students with educational needs (HS diploma or GED)
18. Work individually with students concerning vocational planning and or post-secondary options.

19. Assess academic levels as needed, assess vocational interest, abilities and work values for all PD students.
20. Create job portfolio/resource material notebook for each student to take with them when released.
21. Facilitate and monitor informational interviews, job shadowing and jobs for students as deemed appropriate by the treatment team.
22. Attend monthly treatment team meeting for students.
23. Attend weekly phase interviews for students wishing to advance through the PD phase system.
24. Perform re-enrollment duties for all students who have been in residence for more than 30 days.
25. Attend re-enrollment/IEP meetings in the communities as requested for students.
26. Coordinate and maintain academic, special education, grade and progress report files for PD students according to SOP manual.
27. Maintain close contact with PD Treatment Coordinator about educational progress and court related matters.
28. Provide information about PD students to other teachers on a need to know basis. Consult with teachers about academic and behavioral issues.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master's degree in education with a minimum of 3 years experience. Must be eligible or possess Virginia Postgraduate Professional License with appropriate endorsement in Special Education. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, and tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this*

*employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time..*

## Approvals:

**Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

**Employee Name (Print)** **Signature** **Date**