



Job Title: **Youth in Custody Teacher**

Department: **School**

Supervisor: **Principal or Coordinator**

Lane Placement: **Licensed Salary Schedule 186**

Schedule: **8 hrs / 186 days** Evaluation Group: **CTESS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Youth in Custody Teacher is responsible to provide individualized educational services to any student who is enrolled in school who is in guardianship of either the Division of Children and Family Services or the Division of Youth Corrections.

ESSENTIAL FUNCTIONS

- Provide educational services to any child who is in the custody of the Division of Children and Family Services or the Division of Youth Corrections.
- Function as a member of their assigned school's staff; attending staff meetings and other assigned committee meetings as directed by building principal.
- Attend YIC staff meetings and workshops as directed by YIC coordinator.
- Conduct screenings and assessment on students assigned to the YIC unit.
- Gather necessary educational records including but not limited to vision and hearing screenings, immunizations, fee waivers, credit history from previous schools, special education records, etc. on students assigned to YIC unit; and provide feedback concerning gathered information to appropriate school personnel.
- Develop, implement and monitor appropriate annual Student Education Plan (SEP) that addresses academic and vocational needs per State YIC standards.
- Utilize effective teaching strategies including: modeling, guided practice, immediate feedback and monitoring of progress.
- As necessary, work with caseworker and appropriate school staff in developing and implementing specific behavior management programs to encourage responsible behavior.
- Select and prescribe appropriate educational materials to implement SEP goals.
- Maintain a daily lesson plan and update student tracking log.
- Cooperate with other building teachers and support personnel in scheduling students for special services.
- Provide in-services and materials to foster/proctor parents, educator and other team members as requested or needed.
- Gather pertinent school progress information for each student and share it with foster/proctor parents, caseworker and other involved service providers at least one time monthly, during formal parent conferences and as emergencies arise.
- Instruct and monitor assistants, volunteers, peer tutors, etc.
- Assure confidentiality of all student information.
- Work with YIC administrative assistant to maintain SIS records required by local and state agencies.
- Maintain a current YIC inventory by product name and asset number. Submit inventory to YIC Coordinator at the end of school year.
- Complete and submit to YIC Coordinator an end of year report summarizing items requested by State YIC Director.

- Complete other tasks pertaining to Youth in Custody students as assigned by building principal and/or YIC Coordinator.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 06/11/2020 _____