



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ACADEMIC TEACHER	35	B	5.106

Under general supervision, Academic Teachers counsel, evaluate and instruct adjudicated juveniles who are assigned to a youth training facility; develop curriculum and individualized educational programs; monitor student progress; participate in behavior modification programs and the treatment team process; and develop and present in-service training for staff members.

Administer, score, and analyze various standardized academic tests in order to provide information which aids in the development of an individualized educational program for students and serves as a measure of educational progress; monitor the student's behavior during tests; score the tests, analyze the results, and interview the students in order to determine behavioral patterns, interests, and academic abilities; administer proficiency tests and G.E.D. preparations and examinations.

Assist in the counseling of students and preparation of initial class schedule recommendations on the basis of academic and psychological test results, academic records and transcripts, student's educational and career goals, and the availability of academic and vocational programs at the facility in order to assist students to achieve their educational, vocational, social and personal goals.

Participate in the development of curriculum for each subject; research and select appropriate texts and instructional materials; determine which topics to include and to what extent they will be covered; revise and/or design instructional materials; develop assignments and tests; research, develop and implement new teaching methods; and periodically evaluate the effectiveness of the instructional materials and methods in order to provide a quality education to students which complies with State educational requirements and accreditation standards.

Design an individual educational program for each student that incorporates their diversified needs and learning styles by securing and assessing all relative information, including test results and academic records; determine proper placement within the class based on current grade level and learning style; ascertain and prioritize the skill areas to be included in the program; and select appropriate instructional materials to help students perform to their potential during their transitory stay at the facility.

Instruct students in order to increase their knowledge of the subject matter while developing their thinking, reasoning, and communication skills and study habits through lectures, small group work, class discussions and individualized assignments.

Account for students and ensure they remain in custody by observing students during school functions and class changes, checking daily attendance and immediately reporting any deviations from the regular control roster; monitor students' behavior during class, including verbal and nonverbal communication, to ensure students comply with classroom behavior and safety policies and to detect volatile situations before they escalate.

Seek to modify student's inappropriate behavior by providing counseling, discipline, and positive reinforcement by communicating to students what is academically and behaviorally expected in the classroom and at the facility; acknowledge student problems and conflicts and suggest alternate methods of resolution; serve as a role model; consult with home life staff; award points for positive educational and behavioral accomplishments; issue commendations; verbally reprimand students; complete observation reports, documentations, and incident reports in order to call serious behavior problems to the attention of the principal, home life staff, and treatment team members.

SERIES CONCEPT (cont'd)

Create and maintain student records in order to ensure an accurate record of each student's academic and behavioral progress; record attendance; grade assignments and tests and average and post the grades; certify transcript grades by averaging grades at six-week intervals and notifying the principal of the credit hours and grade each student has earned; evaluate student's work and classroom behavior, assigning appropriate points and reporting point totals to home life staff, and complete treatment team reports in support of the behavior modification program; may report and discuss progress of homeroom students during monthly treatment team meetings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * Possession of a valid Nevada teacher's secondary license with an endorsement in the relevant field of teaching is required at the time of appointment.
- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree and completion of the requirements of the Nevada State Board of Education for a teacher's secondary license. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: academic subject matter for assigned instructional area(s); a variety of teaching methods and techniques. **General knowledge of:** the concepts and methods of behavior modification therapy and reality therapy. **Ability to:** organize and present educational material in a logical sequential manner; interact with persons of various social, cultural, economic, and educational backgrounds for the purpose of fostering a stimulating, accepting, learning environment; write using correct grammar, spelling and punctuation in order to develop instructional materials, write reports, and impart knowledge of the English language to students; make oral group presentations using appropriate vocabulary and grammar to present educational materials; develop course curriculum and adapt the curriculum to the individual needs and abilities of students; adjust teaching methods and/or expectations for students functioning at various grade levels; maintain records of attendance, grades, and credits earned by students.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: academic and psychological tests and testing procedures; Nevada high school graduation requirements and college entrance requirements; A.C.T., S.A.T., G.E.D., and Nevada proficiency examination requirements and procedures. **General knowledge of:** agency policies and procedures; federal and State regulations pertaining to students in a youth training facility; State and federal regulations pertaining to the field of education. **Ability to:** maintain equanimity in the face of resistance, indifference, or hostility; establish rapport, listen perceptively, and mediate differences to facilitate the educational process and avoid classroom disruptions; and establish and maintain cooperative working relationships with agency personnel.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.106

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