Wilkes County Schools
Alternative Learning Program Teacher

NATURE OF WORK

Under general supervision, provide classroom instruction to students enrolled in an alternative education setting. Reinforce instruction to individual students and small groups in a variety of academic subjects and other learning activities, including implementing personal education plans and behavior plans. Teacher will utilize various behavioral strategies and alternative programs.

DUTIES AND RESPONSIBILITIES

1. Provides supervision of students in educational settings.

2. Provides small group instruction to students enrolled in an alternative school setting.

3. Assists in the development and implementation of an individual education service plan for students.

4. Plans daily classroom instructional activities.

5. Administers student assessments to ascertain academic needs of students enrolled in an alternative setting.

6. Works collaboratively with school and agency counselors, teachers, administrators, parents and related service providers in the over-all educational plan for students to include lessons that address the student’s behavioral needs.

7. Prepares lesson plans to correlate with student needs.

8. Maintains student records and files in a confidential manner.

9. Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).

10. Keeps daily student attendance.
11. Communicates with parents, teachers, administrators, and related service providers on an as needed basis.

12. Serves on various teams, committees on an as needed basis.

13. Submits all reports, forms, records and data as requested by Secondary Education Director and/or Superintendent.

14. Maintains proper certification by attending college, workshop and professional development courses.

15. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.

16. Performs other duties as assigned by the supervisor.

17. Performs other related work as required including the improvements to program as related to suspension alternatives.

MINIMUM TRAINING AND EXPERIENCE

Bachelor’s degree, with teaching license preferred. Four years of successful education experience preferred.

ESSENTIAL JOB FUNCTIONS

Must be able to use a variety of equipment and classroom tools such as computers, copiers, calculators, pencils, scissors, equipment for children, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Requires the ability to ready a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc. using prescribed format.
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Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Requires the ability to talk and hear.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to manage instructional time.

Ability to manage student behavior.

Ability to consult with parents, teachers and the community to enhance the learning of students.

Ability to monitor student performance.

Ability to interact within the educational environment.

Ability to perform non-instructional duties as assigned.

Knowledge of child guidance principles and practices, intervention techniques and behavior management.

Ability to be an active listener, problem solver, and effective communicator.

REPORTS TO: Principal

FSLA STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

7/8/2016