**ALEXANDER CITY SCHOOLS**

JOB DESCRIPTION

JOB TITLE: **teacher - alternative school**

REPORTS TO: Alternative School Administrator

SUPERVISES: N/A

QUALIFICATIONS:

1. Valid Alabama certificate.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child development and especially of characteristics of students in the age group assigned.
2. Knowledge of the prescribed curriculum
3. Knowledge of current educational research.
4. Basic understanding and knowledge of current technology.
5. Knowledge of learning styles and skill in using varied instructional methods to address student learning styles.
6. Skill in oral and written communication with students, parents and others.
7. Ability to plan and implement activities for maximum effectiveness.
8. Ability to assess levels of student achievement, analyze test results, and prescribe actions for improvement effectively.
9. Ability to maintain appropriate student supervision providing students with a safe and orderly environment in which to learn.
10. Ability to work effectively with peers, administrators and others.

JOB GOAL:

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with system philosophy, goals and objectives.

PERFORMANCE RESPONSIBILITIES:

1. Implement an academic and behavior program for each student.
2. Assist students in the development of self-esteem, self-control, improved socialization skills, a positive attitude toward learning, task-oriented behaviors and increased academic achievement.
3. Provide an alternative education opportunity for students exhibiting behaviors which interfere with their own progress.
4. Provide strong positive influence conducive to reversal of negative behaviors while demonstrating patience in dealing with student problems.
5. Provide a structure in which a student may earn the opportunity to return to the regular class program.
6. Provide parents with strategies for dealing with the student at home.
7. Identify specific intended learning outcomes which are challenging, meaningful and measureable.
8. Revise plans based on student needs.
9. Select, develop, modify and /or adapt materials and resources which support learning objectives and address students’ varying learning styles, backgrounds and special needs.
10. Establish and maintain a positive and safe learning environment where students are encouraged to be actively engaged in the learning process.
11. Maintain a clean, attractive and organized learning environment.
12. Maintain academic focus by using a variety of motivational techniques.
13. Establish and use appropriate and effective behavior management techniques.
14. Establish routines and procedures and work with students on consistently following them.
15. Create a learning climate that is challenging yet non-threatening.
16. Establish an appropriate testing environment and ensure test security.
17. Establish and maintain efficient record keeping procedures.
18. Organize procedures, practices, materials, and routines for the effective use of instructional time and for the completion of administrative activities.
19. Assist with the enforcement of school rules, administrative regulations, and School Board policy while demonstrating the ability to deal with appropriate punishment for rule violations.
20. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
21. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
22. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.
23. Encourage self-assessment by students and assist them in developing plans for improving their performance.
24. Administer standardized tests, including proctoring and secure handling of materials, in accordance with directions provided.
25. Evaluate the effectiveness of instructional units and teaching strategies.
26. Demonstrate knowledge and understanding of curriculum content.
27. Communicate high learning expectations for all students.
28. Apply principles of learning and effective teaching in the delivery of instruction.
29. Monitor learning activities, providing feedback and reinforcement to students.
30. Use appropriate instructional techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
31. Use available funds in the proper acquisition of appropriate materials, technology and resources to help meet the learning needs of all students.
32. Assist students in assessing, interpreting and evaluating information from multiple sources.
33. Provide appropriate instruction and modifications for students with special needs, including special education students and students who have limited proficiency in English.
34. Provide quality work for students focused on meaningful, relevant and engaging learning experiences.
35. Provide instruction on safety procedures and proper handling of materials and equipment.
36. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
37. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
38. Collaborate with students, parent, school staff and other appropriate persons to assist in meeting student needs.
39. Provide accurate and timely information to parents and students about the academic and behavioral performance of students.
40. Work with other teachers in curriculum development, special activities, and the sharing of ideas and resources.
41. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content becoming well informed about current instructional methods.
42. Maintain confidentiality of student and professional information
43. Perform additional tasks consistent with the goals and objectives of this position as assigned.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system’s approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the policy of the Alexander City Schools.

***It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Revised: May 2015