**ALEXANDER CITY SCHOOLS**

JOB DESCRIPTION

JOB TITLE: **Teacher - iss**

REPORTS TO: Principal

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 teaching 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 effectively, analyze test results and prescribe actions for improvement.
9. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
10. Ability to work effectively with peers, administrators and others.

JOB GOAL:

To assist students who have been placed in the in-school suspension program, improve their work study skills, class behavior and self-image.

PERFORMANCE RESPONSIBILITIES:

1. Provide instructional assistance and encouragement to students to complete their assignments.
2. Maintain discipline in the In-School Suspension Program.
3. Keep records and complete necessary reports for the program on a timely basis.
4. Consult with teachers daily and make appropriate reports regarding student progress and assignments
5. Confer with students individually and /or in groups to modify unacceptable behavior and emphasize positive skills.
6. Work with teachers and counselors to identify students in need of additional assistance from outside community groups or agencies.
7. Serve as an integral part of the school Problem Solving Team.
8. Attend and participate in staff development and training sessions.
9. Clarify the purpose, goals and policies of the In-School Suspension Program for teachers, parents and volunteers.

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