

JOB DESCRIPTION

DEPARTMENT: CURRICULUM SERVICES

JOB TITLE: ALTERNATIVE HIGH SCHOOL
TEACHER

REQUIREMENTS:

A. Education Level: Bachelor's degree

B. Experience Desired: Previous work with at-risk students.

C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding and other repetitive motions.

D. Other Requirements: Certification in one or more of the following areas: art, business ed, language arts, mathematics, physical education, science, social services. Excellent oral and written communication skills. Strong interpersonal skills, organizational skills, and behavioral management skills. Background in technology use. Background/understanding of different learning styles. The ability to work flexible hours.

REPORTS TO: Supervising Building Administrator

RECEIVES GUIDANCE FROM: Supervising building administrator
Other teachers at the alternative school.
High School Coordinator

DATE: Revised December 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Teaches and facilitates learning in assigned course(s) at the alternative school.
2. Assists in the development of a personal education plan for each assigned student.
3. Maintains regular contact with the parents of the students.
4. Prepares a transition plan for any student returning to the regular high school.
5. Maintains data and compiles final reports at the end of the school year.
6. Performs other duties as assigned by supervisor.

