

## **JOB DESCRIPTION**

**DEPARTMENT:** CURRICULUM SERVICES

**JOB TITLE:** ALTERNATIVE MIDDLE SCHOOL  
TEACHER

**REQUIREMENTS:**

**A. Education Level:** Bachelor's degree and certification from the State of South Dakota as a classroom teacher at the middle school level

**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:** Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Knowledgeable of teaching techniques that meet the diverse learning needs of students. Demonstrated skill in word processing, data bases and spread sheets. The ability to accept students where they are, yet challenge them to grow. Flexibility and the ability to deal with change are requirements.

**REPORTS TO:** Principal

**RECEIVES GUIDANCE FROM:** Building principals  
Other teachers at the alternative school  
Special Education Supervisor  
Middle School and High School  
Coordinators

**DATE:** Revised December 1998

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Provides instruction at the alternative school
2. Finds community outreach activities for the students to participate in - individual and group.
3. Maintains weekly contacts with the parents of the students
4. Prepares transition plans for students as they prepare to return to school
5. Provides follow up for the students after their return to school
6. Maintains weekly contacts with the home school contact person

