

**NAME:**

**TITLE:**                   **Alternative Learning Center Supervisor**

- QUALIFICATIONS:**
1. High School Diploma.
  2. Ability to work with a variety of technologies.
  3. Ability to work effectively with a variety of people.
  4. Ability to work harmoniously with students, school personnel.
  5. One to two years experience working with children preferred.
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
  7. Certificate of good health.

**REPORTS TO:**           Principal

**JOB GOAL:**            To work directly with students to increase student achievement, appropriately uses student assessments, and assist teachers in creating an enriched environment that is brain compatible.

**TERMS OF EMPLOYMENT:**   Terms of contract and salary to be determined by Board. Days and hours to be established by the building principal.

**EVALUATION:**        Performance of this job will be evaluated annually.

<i>Meets</i>	<i>Needs</i>
<u><i>Expectations</i></u>	<u><i>Emphasis</i></u>

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Supervises student activities i.e. classroom, playground, lunchroom, and work study.     |
| _____ | _____ | 2. Promotes development of social, emotional, and academic skills in students.              |
| _____ | _____ | 3. Creates and maintains records on students placed in ALC as per established guidelines.   |
| _____ | _____ | 4. Applies instructional procedures and reinforcement techniques with students.             |
| _____ | _____ | 5. Uses assessment data by modifying instruction.   |
| _____ | _____ | 6. Demonstrates commitment to the students.   |
| _____ | _____ | 7. Solicits and delivers student work to assigned students, assisting with it as necessary. |
| _____ | _____ | 8. Is confidential regarding student information.   |
| _____ | _____ | 9. Demonstrates loyalty to the organization, personal integrity and honesty.                |
| _____ | _____ | Attendance  |
| _____ | _____ | Punctuality   |
| _____ | _____ | Dependability   |
| _____ | _____ | Relationship with Other Personnel   |
| _____ | _____ | Relationship with Students/Public   |

*Meets*                      *Needs*  
Expectations        Emphasis

\_\_\_\_\_        \_\_\_\_\_        Quality of Work  
\_\_\_\_\_        \_\_\_\_\_        Cooperation  
\_\_\_\_\_        \_\_\_\_\_        Work Habits (Neatness, Speed, Etc.)  
\_\_\_\_\_        \_\_\_\_\_        School Ethics (Confidentiality, Loyalty)  
\_\_\_\_\_        \_\_\_\_\_        Other \_\_\_\_\_

**EVALUATION SUMMARY**

I believe that this employee's major strong points are:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

I believe the following areas need improvement:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

I have read this evaluation and have had a conference with the evaluator \_\_\_\_\_ Yes                      \_\_\_\_\_ No

I agree with the evaluator.                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If not, with what specific statement(s) do you disagree?

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_