

ST. HELENS SCHOOL DISTRICT 502
POSITION DESCRIPTION
TEACHER, ALTERNATIVE EDUCATION

Department:	Teacher, Alternative Education	
Reports To:	Building Administrator	
Prepared By:	Personnel	Date: July 15, 2003
Approved By:	St. Helens School Board	Date: July 28, 2003

1. SUMMARY:

The Alternative Education teacher is expected to take a leadership role in developing Individual Education Programs for students. They will be responsible for implementing and evaluating the progress of at-risk youth in the program. They are also responsible to carry out the specific duties listed below.

2. QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Training in behavior management.
2. Training in student assessment techniques.
3. Valid Oregon teaching license.
4. Three to five years experience in dealing with at-risk youth.
5. Experience in developing individual student instructional programs.
6. A current First Aid Card with C.P.R. endorsement or the willingness to obtain one.
7. Competency in the use of computer software and hardware.
8. Training in Substance Abuse issues.
9. Ability to communicate effectively verbally and in writing.
10. Valid Oregon drivers license.
11. Ability to read, analyze and interpret technical procedures or government regulations.
12. Ability to plan and implement lessons based on curriculum and school objectives and the needs and abilities of student.
13. Ability to integrate and differentiate instruction in a variety of subjects to address the diverse student population.
14. Ability to establish and maintain effective working relationships with students, peers, parents and community.

3. SUPERVISORY RESPONSIBILITIES:

Students and Instructional Assistants.

4. ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties of the Alternative Education teacher shall be, but not limited to the following. The Board, Superintendent and/or the Principal may designate additional duties.

1. Collaboration with other team members, schools, social service agencies and administrators.
2. Communication with parents as needed.
3. Attend in-services and training as required.
4. Assess various stages of the program.
5. Development of individual lesson plans.
6. Accuracy in record keeping.

