

REPORTS TO: Building Principal

ESSENTIAL FUNCTIONS:

- Oversee the day to day operation of the Alternative School
 - Communication with students, Montana Digital Academy, Parents and Darby High School Staff
 - Classroom Management
 - Input data in Infinite Campus
 - Monitor and record course completion
 - Provide educational assistance and encouragement to students and other duties as needed.
- 7.5 Hours a Day, regular school hours

DESIRED MINIMUM QUALIFICATIONS:

- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with time constraints. The employee may work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for the safety, well-being, and assignment of work to students.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; travel from building to other sites; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History

Approved on:

Reviewed on:

Revised on:

Employee Signature _____ **Date** _____