

TITLE: BASIC SKILLS INSTRUCTOR – COMMUNICATION ARTS

QUALIFICATIONS: 1. Bachelor of Science in Education – Communication Arts
2. Valid Missouri Elementary, Middle School or Secondary Teaching Certificate

REPORTS TO: Director of South Central Career Center

SUPERVISES: Teacher aides, paraprofessionals, and volunteers (if assigned)

JOB GOAL: Oversee the instruction, care and guidance of at-risk students and to enhance their opportunities to earn high school credits, if required, to earn a high school diploma.

JOB PERFORMANCE RESPONSIBILITIES:

Planning and Organization:

1. Prepares effective and appropriate lesson plans and learning experience consistent with district and state curriculum
2. Organizes the classroom environment to ensure that students are actively engaged in learning
3. Communicates expectations to students
4. Develops and maintains a professional portfolio
5. Incorporates community resources in the learning process

Instruction and Learning

6. Connects content to the authentic experiences of students
7. Is sensitive and responsive to how students learn
8. Guides student behavior in a positive and constructive manner
9. Uses various instructional strategies to enhance and motivate student learning
10. Understands the various developmental levels of students
11. Promotes responsible, self-directed learners
12. Provide basic skills instruction to at-risk students who are a year or more behind in reading skills
13. Deliver academic content as it relates to career and technical programs
14. Provide individualized lesson plans to students to meet instructional goals of high school required classes
15. Provide independent study credit opportunities to students needing credits towards graduation

Assessment and Evaluation

16. Uses various methods for assessing student performance
17. Uses prior student performance (achievement) to plan new learning opportunities
18. Records and reports student progress on a regular basis
19. Provides students and parents with evaluative information
20. Seeks input from parent and students
21. Promotes the development of self-assessment skills

Student Orientation

22. Demonstrates a commitment to students' social and personal success

- 23. Demonstrates a commitment to students' academic success
- 24. Demonstrates a commitment to students' health, safety, and welfare
- 25. Builds positive interpersonal relationships with students

Professional Relationships

- 26. Participates in district and school level professional learning activities
- 27. Follows district and school policies and procedures
- 28. Responds in a constructive manner to recommendations from the Professional Learning Team (PLT)
- 29. Assumes responsibilities outside the classroom as they relate to school
- 30. Maintains current knowledge of teaching and learning
- 31. Demonstrates self-directed professional growth that should include self-assessment and reflection that is continually updated to impact students
- 32. Performs other duties as assigned by administrators

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and school calendar as determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

Signed:_____ Date:_____
(Basic Skills Instructor – Communication Arts)

Signed:_____ Date:_____
(SCCC Director)