

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **WEST PLAINS R-VII SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:**        **Alternative School Coordinator**  
**REPORTS TO:**        Principal  
**DEPARTMENT:**  
**LAST REVISED:**        February 7, 2012

#### **PRIMARY DUTY**

To provide leadership, coordination, communication and innovation for the Alternative School curriculum. Effectively model, instruct, and assist students socially, academically and psychologically to be functional citizens after graduation.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Develops programs of study that meets individual needs, interests and abilities of students.
- ❖ Works with the department staff in the development and improvement of curricular material and processes.
- ❖ Assists teachers in the classroom environment for the purpose of improving instruction.
- ❖ Recognizes, encourages and stimulates professional growth by keeping abreast of trends and innovations in working with At-Risk students and makes this information available to other staff persons.
- ❖ Meets with teachers and other department grade level chair people to evaluate curriculum content and to ensure proper scope and sequence of subject matter.
- ❖ Makes necessary curriculum recommendations to administrative staff.
- ❖ Formulates annual recommendations to the principal for group At-Risk activities and carries out the agreed upon group guidance programs.
- ❖ Conducts annual studies of the At-Risk school population as directed by the principals.
- ❖ Assists with the collection and maintenance of the cumulative records of at-risk students.
- ❖ Supervises programs of study (Action Plan) that meets the individual needs, interests and abilities of students.
- ❖ Arranges for home visits when necessary.
- ❖ Coordinates services between school, Division of Family Services and the Juvenile Office.
- ❖ Promotes communication between the Department and the Administration by presenting recommendations made by the staff toward improving classroom instruction and rationales for such proposals.
- ❖ Makes recommendations to the Principal relative to staff assignments which would facilitate better performance for teachers.
- ❖ Regularly assists in promoting the school in both informal and formal public relation activities.
- ❖ Organizes the mentoring program with the Juvenile Office.
- ❖ Coordinates work study opportunities and vocational opportunities for the students.
- ❖ Assumes the responsibility for calling and conducting staff meetings on instructional

matters; evaluates and recommends the use of instructional materials, textbooks, and instructional media; and such other matters requiring attention as designated by the principal.

- ❖ Confers with each teacher regarding anticipated materials and receives requisitions for supplies, materials and equipment needed.
- ❖ Evaluates requisitions in relationship to the proposed budget, surveys for duplication and overlapping of materials and then submits and justifies these requisitions to the Principal at the time specified.
- ❖ Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- ❖ Develops and implements Individual Learning Programs (I.L.P) for each student that meets his/her individual needs, interests and abilities.
- ❖ Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom he/she is responsible.
- ❖ Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists and/or outside agencies as required.
- ❖ Establishes and maintains appropriate working relationships by actively communicating with colleagues, students and parents.

**SECONDARY JOB FUNCTIONS** include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ Participates in faculty and professional meetings, educational conferences and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Conducts and assists with the orientation of new staff in school and community matters.
- ❖ Assists in interviewing prospective teachers for the Alternative program.
- ❖ Performs related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study and counseling students in adjustment and academic problems.
- ❖ Serves as a member of the District Screening Team for Alternative Schools and as a member of the Alternative Education Team with all agencies involved.
- ❖ Performs additional tasks and assumes other responsibilities as assigned by the Principal.

**EDUCATION and EXPERIENCE** an equivalent combination of education, training and experience will be considered.

- ❖ Bachelor's degree (B. A.) from four-year College or University; 3+ years related alternative school teaching; or equivalent combination of education and experience
- ❖ Missouri State Teaching Certification

**KNOWLEDGE, SKILLS and ABILITIES** which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- ❖ Math Ability: Basic math skills required. Additional skills necessary for teachers within the Math Department.
- ❖ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- ❖ Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with word processing software; spreadsheet software; development software and the Internet. Additionally individuals will utilize standard office equipment including photocopiers and telephone systems.

- ❖ Personnel Management: Skilled at developing, motivating, and directing people as they work.

**COMPETENCIES** to perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- ❖ Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- ❖ Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- ❖ Written Communication - Writes clearly and informatively; able to read and interpret written information.
- ❖ Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; Inspires respect and trust; accepts feedback from others; Provides vision and inspiration to students and peers; gives appropriate recognition to others.
- ❖ Ethics - Treats people with respect; works with integrity and ethically; upholds school district values.
- ❖ Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- ❖ Attendance/Punctuality - Is consistently at work and on time.
- ❖ Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.
- ❖ Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

**WORK ENVIRONMENT** environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ Noise levels in the work environment are usually loud.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

**PHYSICAL ABILITIES** commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee must frequently lift and/or move up to 10 pounds. The employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms and climb or balance.