

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 Teacher**
REPORTS TO: Principal
DEPARTMENT:
LAST REVISED: February 7, 2012

PRIMARY DUTY

To effectively model, instruct and assist students in their social, academic and psychological development, as well as to be functional citizens after graduation. Ensures that all students acquire the grade level skills set forth by Missouri Department of Education and West Plains R-VII curriculum.

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.
- ❖ Instructs students by lecturing, demonstrating and using audiovisual aids and other materials.
- ❖ Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of State and school.
- ❖ 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 meet students' needs, interests and abilities.
- ❖ Assigns lessons, corrects homework and provides students with positive feedback and constructive criticism on assignments.
- ❖ Administers tests to evaluate student's progress, records results and issues reports or conducts meetings to inform parents of progress.
- ❖ Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- ❖ Keeps attendance records.
- ❖ Maintains discipline in the classroom.
- ❖ Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of to District specialists and/or outside agencies as required.
- ❖ Establishes and maintains appropriate working relationships by actively communicating with 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.
- ❖ Plans and supervises purposeful assignments for para-educators/secretary.
- ❖ Maintains a physically and aesthetically attractive classroom setting and exercises proper care of school equipment.
- ❖ 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.
- ❖ Performs additional tasks and assumes other responsibilities as assigned by the Principal.
- ❖ Serves as a member of the District Screening Team for Alternative Schools and as a member of the Alternative Education Team.

SUPERVISORY RESPONSIBILITIES in accordance with the District's policies and applicable laws.

- ❖ Supervises 2 or more employees (Teacher's Aide and Volunteers as assigned).

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
- ❖ 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 30 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.