

CUSICK SCHOOL DISTRICT No. 59

Posted: August 20, 2026

In and Out of District until August 27, 2026

POSITION ANNOUNCEMENT

Alternative Learning Experience(ALE) Certificated Teacher/Secretary

TERM: The Cusick School District seeks an exceptional candidate to fulfill a unique ALE position for the 26-27 school year. This position requires the instructional duties associated with a certificated teacher, along with the organizational duties of a secretary. The amount of time spent in each classification **WILL** fluctuate and is dependent on the number of students enrolled in the district's Home Pride ALE program and will be assigned under the direction of the ALE Director and District Administrative Principal. Depending on the number of students enrolled, the position may require anywhere from a 0.00 to a 0.25 FTE certificated teacher combined with Zero (0) to 10 hours per week secretary position. However, the position shall **NEVER** exceed overtime requirements. In the event enrollment numbers no longer justify sustaining the position, the amount of FTE and number of hours associated with the position will be decreased accordingly or eliminated immediately.

SALARY: Cusick School District Certificated Salary Schedule
Cusick School District Classified Salary Schedule

DESCRIPTION:

The hired candidate will develop individualized student learning plans and prepare standards-based curriculum for the ALE program. Candidate will maintain Written Individualized Student Learning Plans, weekly contact logs and monthly progress reports, meet all required ALE required documentation deadlines, complete all necessary documentation and complete timely purchase ordering of curriculum, resources and materials necessary in order to complete the WSLP. Candidate will plan and implement group events, enrichment activities and workshops and maintain the program's virtual presence. All of the above will be done under the direction and approval of the ALE program director.

QUALIFICATIONS:

- Valid Washington State Teaching Certificate.
- ALE Experience/Home School Experience/Exposure preferred.
- Successful candidate must be able to receive and implement constructive criticism
- Must demonstrate strong organizational and computer skills. Must utilize professional language vocabulary
- Complete required documentation utilizing professional language, detail and audit readiness practices.
- Highly motivated to work in a team atmosphere while being highly capable of following instruction and working autonomously without direct supervision. Self-discipline and integrity are vital
- Demonstrated adaptability in a professional environment.
- Successful experience teaching children of all ages.
- Prefer experience with the home education community and successful experience working with families.
- Willingness to acquire new skills and educational models of operation in order to ensure the success of students in a non-traditional educational environment.

- Preferred knowledge of WAC and RCW codes as applicable to ALE programs.
- Preferred successful experience creating individualized student learning plans.
- Ability to enhance and support curriculum requirements through the incorporation of the fine arts.
- Ability to mediate between parents, student and program stakeholders.
- Successful experience in multicultural environments.
- Familiarity and experience in as well as respect for non-traditional learning environments.
- Preferred experience bookkeeping
- Preferred experience with all Microsoft tools

PERFORMANCE RESPONSIBILITIES:

May include any combination of the following

- Attend Work Regularly. Respect and adhere to policy, procedure and standards as set forth by the ALE Director
- Address all procedure and documentation questions, staff or student concerns directly to the ALE director
- Onsite weekly presence required as assigned per the ALE director.
- ALE director may schedule remote assignment based upon program needs and efficacy of work.
- When providing group events, enrichment activities and workshops candidate will plan and deliver lessons aligned with State Standards. To include a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- When providing group events, enrichment activities and workshops candidate will plan, prepare, and deliver instructional activities based on the approved curriculum that facilitate student learning.
- Be able to articulate individual student skills/strengths/needs to parents.
- Assess student progress, record results and issue reports to inform parents of progress; and adjust curriculum appropriately.
- Adapt contact methods and instructional materials to meet students' varying needs and interests; per director approval
- Demonstrate cultural awareness. The candidate must understand different perspectives, interact respectfully with cultures other than their own and cultivate meaningful relationships with individuals that have different cultural frameworks.
- Demonstrate interpersonal skills characterized by mutual respect, trust and support for student achievement.
- Maintain an up to date inventory of non-consumable items.
- Present a positive role model for students that supports the mission of the school district
- Promote and safeguard the well-being of students during events, group activities and workshops and take appropriate action to raise and resolve concerns.
- Establish and maintain open lines of communication with students and parents.

- Make contact with the public with tact and diplomacy.
- Promote good public relations by personal appearance, attitude, and conversation including complying with district staff dress code.
- Maintain accurate and complete student records as required by ALE laws, district policies, and administrative regulations.
- Maintain a professional relationship with all colleagues, students, parents, and community members.
- Interact in a positive manner with staff, students, and parents.
- Demonstrate behavior that is professional, ethical, and responsible.
- Other duties as may be assigned.

APPLICATION PROCESS:

1. Letter of Application outlining interest and qualifications
2. Cusick Certified Application

SEND LETTER OF APPLICATION TO:

Don Hawpe, Superintendent
Cusick School District
305 Monumental Way
Cusick, WA 99119

EDUCATIONAL OPPORTUNITIES AND EQUAL EMPLOYMENT

Cusick School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officer and Section 504/ADA Coordinator, Cynthia Johnston, 305 Monumental Way, Cusick, WA (509) 445-1125.