

Alternative Education Teacher

Purpose Statement

The job of Alternative Education Teacher is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for developing student success in academics (e.g. reading, writing, language, math, etc.) or skills (e.g. behavior, career education, career readiness, career exploration, service work, on the job training, etc.); supervising students within the classroom and other assigned areas; developing lesson plans and delivering individual on-line student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians, community members, court appointed liaisons, potential employers, and the community college regarding instructional programs and student progress for post-secondary life opportunities.

This job reports to Director of Special Education

Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers subject-specific assessment and testing for the purpose of identifying the level of students' competencies as related to the on-line learning curriculum.
- Advises parents and/or legal guardians, court appointed liaisons and school staff of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment and in the community.
- Assesses student progress towards objectives, expectations, on-line learning curriculum, and/or goals for the purpose of providing feedback to students, parents and administration regarding individual student learning plan progress.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes as related to achievement in the established classroom, career exploration, or service learning objectives in support of the individual learning plan as a member of the Student Intervention Team.
- Counsels students and parents for the purpose of writing an individual learning plan resulting in a program that addresses improving performance, health status, problem solving techniques and a variety of personal issues.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual strengths and need to plan for post-secondary life.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, service work opportunities, on-the-job training, career exploration, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.

- Participates as a contributing member of the Student Invention Team (SIT) for the purpose of ensuring individual student success.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, bullying, harassment, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to State Statute and school policies.
- Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, court liaisons, employers, etc.) for the purpose of resolving issues, providing information and/or direction.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Annual training in Sexual harassment, Blood Borne
Pathogens, Bully Prevention and Confidentiality

Certificates and Licenses

Certificate as required by Wyoming Department of
Education

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade