

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

- TITLE:** Alternative Education Teacher
- QUALIFICATIONS:** Qualified candidate must possess a certification in education and additional qualifications as the Board may find appropriate and/or desirable.
- REPORTS TO:** Principal and/or Vice Principal
- JOB GOAL:** To help students plan, develop, and execute such individual learning programs and experiences as will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students in devising sequences of educational experiences that may be expected to lead the students to achievement of their specified goals.
2. Serves as a resource person to students pursuing individual learning programs.
3. Arranges for and coordinates off-campus learning experiences for students, as appropriate, and when necessary, accompanies students engaged in off-campus activities.
4. Meets regularly with students assigned for the purposes of counseling, encouraging and evaluating.
5. Employs instructional methods and materials that are most appropriate for achieving stated objectives when formal instruction appears necessary or desirable.
6. Makes provision for being available to students and parents for conferences outside the instructional day when requested to do so under reasonable terms.
7. Assists the administration in implementing all the policies and rules governing student life and conduct for the classroom, develops such procedures as are necessary for the success of the alternative education program.
8. Strives to maintain and improve professional competence.
9. Attends staff meetings and serves on staff committees as required.

10. Attends school and student events as outlined in the teacher contract.
11. Utilizes electronic forms of communication with parents and colleagues.
12. Submits electronic lesson plans to their designated supervisor on a regular basis.
13. Implements instructional technology into daily lessons.

TERMS OF EMPLOYMENT:

Ten-month year. Salary to be established by the Board.

EVALUATION:

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

Date:

Revised by: