

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Alternative Education Teacher

QUALIFICATIONS: State teaching certificate

JOB GOAL: To provide classroom instruction to students enrolled in an alternative education setting.

REPORTS TO: Student Services Coordinator

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Provides supervision of students in educational settings.
2. Provides small group instruction to students enrolled in an alternative school setting.
3. Assists in the development and implementation of an individual education service plan for students.
4. Plans daily classroom instructional activities.
5. Administers student assessments to ascertain academic needs of students enrolled in an alternative setting.
6. Works collaboratively with school and agency counselors, teachers, administrators, parents and related service providers in the over-all educational plan for students to include lessons that address the student's behavioral needs.
7. Prepares lesson plans to correlate with student needs.
8. Maintains student records and files in a confidential manner.
9. Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).
10. Keeps daily student attendance.
11. Communicates with parents, teachers, administrators, and related service providers on an as needed basis.

12. Serves on various teams, committees on an as needed basis.
13. Submits all reports, forms, records and data as requested by Alternative Education Director and/or Superintendent.
14. Maintains proper certification by attending college, workshop and professional development courses.
15. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
16. Attends all faculty meetings, PTA meetings, and other meetings as required by the Superintendent.
17. Performs co-curricular and extra-curricular activities and other school related duties (hall, lunchroom, playground, drop-off and pick-up, bus, etc.) as assigned by the Superintendent.
18. Performs other duties as assigned by the supervisor.

Board Approved: July 12, 2005