

Wentzville R-IV School District
Position Description
Locator: 2.15

Position Title: Alternative Program Teacher
Reports To: Director of Intervention Services

SUMMARY

Leads students toward the fulfillment of their potential for intellectual, emotional, and psychological growth.

QUALIFICATIONS/REQUIREMENTS

Bachelor degree in secondary education with a Master degree preferred.

ESSENTIAL JOB DUTIES

- Provide quality instruction for each student in the classroom based on each student's unique needs.
- Encourage and motivate each student in the classroom to achieve their potential and work toward graduation with their cohort class.
- Provide relative learning experiences for students in the Alternative Program classroom striving to renew the interest in learning and the student's belief in their ability to learn.
- Assist in the preparation of the student's 5 year plan or Transition plan to ensure each student in the Alternative Program has every opportunity to successfully move into the next phase of their life.
- Participate in IEP's of students in the Alternative Program when receiving special services.
- Communicate clearly and frequently with parents of students in the classroom.
- Keep and collect academic and behavioral data that is required by the district.
- Participate in curriculum development.
- Participate in professional development.
- Prepare students for and provide to students the MAP test during the designated test window.
- Participate in professional development and implement, with appropriate judgment, behavior management techniques that are appropriate for the incident.
- Collaborate with Alternative Program staff and building level staff on behalf of students.
- Meets and instructs assigned classes in the locations and at the times designated.
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Prepares for classes assigned and shows written evidence of preparation upon request of the Administrator.
- Encourages students to set and maintain standards of classroom behavior.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.

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- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Evaluates student progress on a regular basis.
- Maintains accurate, complete, correct records as required by law, district policies and administrative regulations.
- Assists in upholding and enforcing school rules, administrative regulations and Board Policies.
- Makes provision, under reasonable terms, for being available to students and parents for education-related purposes outside the instructional day.
- Attends and participates in faculty meetings.
- Cooperates with other members of the staff in planning instructional goals, objectives and methods.
- Assists in the selection of books, equipment and other Instructional materials.
- Accepts a share of responsibility for co-curricular activities as assigned.
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- Establishes and maintains cooperative relations and a positive rapport with others.
- Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced coursework at institutions of higher learning.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate school-related duties as assigned.

ADA COMPLIANCE

The essential functions contained in this Job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of instructional staff.