

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TEACHER , ALTERNATIVE EDUCATION

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid teaching certificate.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to students who have not typically experienced success in school. Knowledge of applicable laws, rules, policies, and procedures. Ability to communicate effectively orally and in writing. Ability to maintain appropriate files and records for audit purposes.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide educational experiences to help identified students experience success.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Meet and instruct assigned classes in the locations and at the times designated.
- \* (2) Plan a program of study that is designed to meet the individual needs, interests, and abilities of the students.
- (3) Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- \* (4) Prepare for classes assigned, and maintain written evidence of preparation.
- \* (5) Encourage students to set and maintain standards of classroom behavior.
- (6) Guide the learning process toward the achievement of curriculum goals and objectives.
- (7) Employ 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.
- \* (8) Maintain records of student eligibility for the program and evidence of compliance with program requirements.
- (9) Counsel students concerning learning strategies, study skills, career interests, academic planning, social and behavioral skills, and other appropriate issues.
- (10) Communicate regularly with parents to establish cooperative efforts to assist the students.
- (11) Strive to implement, by instruction and action, the District's philosophy of education and instructional goals and objectives.
- \* (12) Assess the accomplishments of students on a regular basis and provide progress reports as required.
- (13) Diagnose the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.

**TEACHER, ALTERNATIVE EDUCATION (Continued)**

- \*(14) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \*(15) Maintain accurate, complete and correct records as required by law, District policies, and administrative regulations.
- (16) Assist the administration in implementing all policies and / or rules governing student life and conduct.
- (17) Develop reasonable rules of behavior and procedure for the classroom and maintain order in a fair and just manner.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(19) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5  
Lane 8 of the Instructional Salary Schedule  
DOE Job Code 51002**

**Revised Board Approval 04/11/2017**