

MARION COUNTY JOB DESCRIPTION

Position Title: Teacher – Alternative School
Department: Alternative School
Reports To: Director of Alternative School
Approved By: Marion County Board of Education Date:

SUMMARY: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintain a daily academic schedule which shall include a minimum of (4) hours of educational instruction time (exclusive of lunch and breaks) five (5) days per week
- Integrated core curriculum to include math, science, social studies, language arts and vocational education (career planning). The curriculum shall be an open entry/exit program.
- Provide specially designed instruction and related services as required by federal and state legislation for juveniles identified before incarceration as having an educational disability.
- If a juvenile is incarcerated for more than fourteen (14) days, the juvenile shall be appropriately screened. Screening shall include but not be limited to: academic functioning levels and acquisition of educational records.
- The withholding of educational programming shall not be used for punitive purposes.
- Lesson plans shall be developed and implemented. Copies shall be maintained for a minimum of eighteen (18) months for auditing purposes.
- All purchases of materials will be done using purchases orders provided by the Marion County Board of Education office.
- The IEP, if applicable, shall be substantially followed and maintained in each subject area

SUPERVISORY RESPONSIBILITIES: Supervises classroom and students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Bachelor of Arts degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Kentucky Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. Duties are performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.