

Alternative Learning Intervention Specialist

Job Title: Alternative Learning Intervention Specialist
Department: Instruction
Reports to: High School Principal
Classification: Exempt
Category: Professional Staff

Summary

Alternative Learning Specialist's primary role is to guide students to academic success and completion of a diploma through implementation of credit recovery systems, alternative programming, and appropriate interventions.

Essential Duties and Responsibilities

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Coordinate credit recovery and graduation.
- Develop action plans for credit deficient students.
- Work to develop programs and services to reduce dropout rates and increase attendance rates.
- Collaborate with administration on student discipline matters and academic advancement.
- Develop and maintain a school environment conducive to learning by effectively managing conflict and behaviors in the building.
- Effectively balance between great flexibility and great organization.
- Effectively manage a variety of special and general education programs.
- Develop a school schedule that provides the greatest opportunities for students.
- Understand and support the District's obligations under IDEA and Section 504 in serving students.
- Participate in professional training to further develop specialized skills and expand knowledge of content.
- Consult with others in the District and the Community as needed to promote student's success and graduation.
- Provide direct instruction and services to student.
- Facilitate and monitor on-line learning and computer delivered instruction.
- Choose and implement appropriate methodology and varied instructional strategies that address the diversity of learners.
- Use various forms of assessment to monitor and manage student learning and provide timely feedback
- Demonstrate appropriate preparation for instruction.
- Utilize available technology to support and enhance learning.
- Communicate and interact in a professional manner with students, colleagues, parents, and the community.
- Act as a responsible professional in addressing the overall mission of the school district.
- Adhere to all policies, procedures and regulations of the building and district.
- Collaborate in the development and/or implementation of the district's vision, mission, and goals.
- Complete other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Supervise students at all times.

Qualifications

Education - Bachelors Degree.

Experience in special education, and/or alternative settings is preferred.

Alternative Learning Intervention Specialist

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.
Complete forms, write reports and engage in written correspondence with parents.
Present information effectively and respond to questions.
Write clear and complete lesson plans.

Computation

An individual who holds this position must have the ability to:
Work with mathematical concepts such as probability and statistical inference.
Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

An individual who holds this position must have the ability to:
Solve a variety of problems in many different situations.
Interpret instructions presented in written, oral, diagram or schedule form.
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Other Skills and Abilities

An individual who holds this position must have the ability to:
Identify needs and abilities of individual students and to adapt instructional methods accordingly.
Establish and maintain effective relationships with students, peers and parents.
Perform multiple tasks simultaneously.

Technology

An individual who holds this position must have the ability to:
Perform basic computer functions such as word processing and internet use.
Use district software for recording grades and finding student information.
Utilize smart boards, projectors and other instructional technology provided by the district.

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 essential functions.

An individual who holds this position must have the ability to:
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
Move around the classroom.
Read handwritten or printed material.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

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

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.