

Teacher of School Attendance/ Student Self-Help Program

Job Description

Qualifications:

1. As set forth by the West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel with at least a bachelors degree.
2. Good evaluations.
3. Ability to work with students at different grade and achievement levels.
4. Exhibits knowledge of the job requirements of a teacher and the ability to perform the job functions.
5. Ability to communicate with students, school personnel, and parents.
6. Ability to work cooperatively with others.
7. Members of high school staff which the program serves.

Immediate Supervisor: High School Principal

Duties and Responsibilities:

1. Provide basic instructional assistance to students.
2. Supervise students who attend after school and/or Saturday sessions for the purpose of making up instructional time and class assignments.
3. Monitors student independent study.
4. Utilizes instructional management systems which increase student learning and maximizes time on task.
5. Fosters a classroom climate conducive to learning.
6. Collect and maintain student data.
7. Promotes and maintains positive pupil-teacher-parent relationships.
8. Maintains professional work habits.
9. Performs other job related duties as assigned by the principal.

Jackson County Board of Education

Date