

Alternative Learning Center Instructor

QUALIFICATIONS: Valid Kansas license at the appropriate level with applicable endorsement(s).

REPORTS TO: High School Principal

JOB GOAL: Assist/Manage Online Related Student Records/Coursework/Curriculum

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. Communicates with all publics of the school/community populations.
3. Manages formal/informal correspondence, etc. for Learning Center Curriculum.
4. Compiles/reports needed information for transcript recording of said curriculum performance.
5. Acts as back up for other office personnel as needed.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

ESSENTIAL FUNCTIONS OF THE JOB:

- Keyboarding and use of technical tools related to but not limited to computers/e-readers/tablets.
- Knowledge/application to multiple software programs.
- Knowledge/application to multiple online curriculum programs.
- Management/recording of student academic performances.
- Reporting of student academic performances.
- Evaluation/recording/reporting of student non-online academic performances.
- Using office equipment (copiers, adding machines, printers, fax machines, etc.)
- Ability to work with others.
- Ability to work independently without supervision.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

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| <u> </u> | 1. Very rarely requires exertion beyond walking. |
| <u> X </u> | 2. Very rarely requires physical exertion beyond walking or climbing stairs. |
| <u> </u> | 3. Requires prolonged (over 50% of the time) standing and walking. |
| <u> X </u> | 4. Requires prolonged (over 75% of the time) standing and walking. |
| <u> </u> | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials. |
| <u> </u> | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u> </u> | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u> </u> | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |

- X 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

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