

# ALTERNATIVE TEACHER

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



<b>Department:</b>	Special Education
<b>Reports To:</b>	Assistant Director of Educational Learning Centers/Principal
<b>Group/FLSA Status:</b>	Program Specialist/Exempt
<b>Revised:</b>	3/11/2019

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Alternative Teacher assists in designing evaluating, and providing educational instruction, support and programming for special education students.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Assists with designing and implementing appropriate educational and/or behavioral programs for students to meet specific needs and goals of the students;
- Participates as requested by SEAT Teacher in evaluations and observations to determine special education eligibility of students placed in the program and assists with conducting periodic assessments to determine educational progress of the students;
- Conducts and/or participates in IEP Meetings for students in the program;
- Supports classroom teacher with providing direction, training, and work assignments to paraprofessionals on a daily basis, if appropriate;
- Adheres to all due process procedures and compliance requirements;
- Communicates with district administrative staff and other district staff as appropriate about students, progress and emerging issues to ensure needs are being met;
- Effectively enforces procedures and rules through natural and immediate redirection to students;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of Special Education;
- Thorough knowledge of special education practices and procedures;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to assist with collecting, reading, summarizing, comparing, and applying data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Bachelor's degree preferred, but not required.

## **LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Valid Driver's License.

## **SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Assistant Director of Educational Learning Centers/Principal.
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer.
- This is medium work requiring the exertion of over 60 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*