

BLUE RIDGE CUSD #18
JOB DESCRIPTION

Position Title: Alternative Education Teacher

Department:

Location: Blue Ridge High School

Reports to: BRHS Principal

FLSA Class: Exempt

Revised Date: May 13, 2020

SUMMARY

This position provides instruction to at-risk students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

DUTIES

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Plans a program of study, employing a variety of instructional techniques and instructional media, that meets the individual needs, interests, and abilities of the at-risk students.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the at-risk students.
5. Takes all necessary and reasonable precautions to protect at-risk students, equipment, materials, and facilities.
6. Assists the administration in implementing all policies and rules.
7. Encourages at-risk students to set and maintain standards of classroom behavior.
8. Guides the learning process toward the achievement of curriculum goals and, establishes clear objectives for all lessons, units, projects to communicate these objectives to at-risk students.
9. Assists in diagnosing the learning disabilities of at-risk students, with the assistance of district specialists.
10. Evaluates academic and social growth of at-risk students, keeps appropriate records and prepares progress reports.
11. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
12. Remains available to at-risk students and parents for education-related purposes outside the instructional day, such as parent teacher conferences.
13. Works with the RTI committee to make recommendations for the program.
14. Manages the online learning platform, customizes curriculum for each student, and uses its features effectively.
15. Completes annual ALOP report required by ISBE.
16. Performs all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

QUALIFICATIONS

1. Hold an IL Professional Educator License (PEL) for the particular position as required by the State with the Senior High endorsement preferred.
2. Ability to learn the computer program.

3. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
5. Ability to understand and follow basic oral and written instructions.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

Working hours will be 8:00 a.m. to 4:00 p.m. The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.