

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/87	<u>TEACHER, ALTERNATIVE CLASSROOM, SECONDARY</u>	1.7.19.1A
Effective Date	Job Title	Index

1. Primary Function:
 - 1.01 Serves as instructional and behavior management teacher for middle school or high school students meeting the building criteria for placement in an alternative classroom setting.
 - 1.02 Provides screening, assessment, program development, instruction, and monitoring of achievement for eligible students.
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
 - 3.01 Schedules and attends referral and parent staffings and makes instructional recommendations.
 - 3.02 Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
 - 3.03 Matches activities and materials to individual and group skills and needs.
 - 3.04 Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
 - 3.05 Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
 - 3.06 Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
 - 3.07 Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.08 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.09 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials.
 - 3.10 Gives clear directions and makes sure students understand what to do before undertaking assignments.
 - 3.11 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.12 Uses a grading system that is consistent, fair, and supportable.
 - 3.13 Selects and requisitions the required supplies and equipment through the proper school and department channels.
 - 3.14 Ensures that books, materials, and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
 - 3.15 Supervises students in out-of-classroom activities as assigned.
 - 3.16 Participates cooperatively on school, area, and District-wide activities, including development of planned course statements, tests, and textbook adoptions.
 - 3.17 Follows specified standards, policies, and procedures of the department, the building, and District.

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Additional Responsibilities:

- 3.18
- 3.19
- 3.20

4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate, Elementary Certificate with a Reading Endorsement K-12 or Secondary Certificate with a Reading Endorsement K-12.
- 4.02 Demonstrate ability to:
 - 4.02.01 Use interpersonal skills to consult with parents, administrators, classroom teachers and counselors relative to the selection, program development and transition of students in the program.
 - 4.02.02 Use appropriate instructional and behavior management methods with middle school or high school age students.
 - 4.02.03 Administer academic, and other diagnostic tests following District guidelines.
 - 4.02.04 Provide instruction in a variety of selected courses at the secondary level.

Additional Qualifications:

- 4.03
- 4.04
- 4.05

5. Minimum Term of Employment: Teacher contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)