

Somerset County Public Schools

Job Description

Job Title: Alternative Learning Center Teacher
Department: Instruction
Reports To: Building Principal
FLSA Status: Exempt
Prepared By: Jim Webster/Beth Whitelock
Prepared Date: 10/06/2010
Approved By: Board of Education (12/14/2010)

I. Summary

Is responsible for teaching students in an atmosphere and environment conducive to the intellectual, physical, social and emotional development to ensure success for every student. Individual implements instruction in a manner consistent with the Goals and Mission of Somerset County Public Schools including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning; and develops, selects and modifies instructional plans and materials to meet the needs of all learners.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Building Principal or other official in Administration.

- Teaches subject area according to curriculum guidelines based on Maryland's State Curriculum.
- Plans and implements lessons that include all essential components of a good lesson as defined by Somerset County Public Schools.
- Uses a variety of teaching techniques and strategies including technology as an integral part of instruction.
- Collaborates with other faculty in delivery of appropriate instructional approaches.
- Diagnoses the learning needs of students on a regular basis for the purpose of prescribing appropriate learning objectives.
- Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a consistent and fair manner.
- Maintains a positive relationship with parents and students and addresses any potential problems in a timely manner.
- Plans and supervises purposeful assignments for instruction assistants and volunteers.
- Reports student progress objectively and consistently with students and parents.
- Maintains accurate and complete records as required by law and Somerset County Public Schools policy.
- Follows county procedures to requisition textbooks and instructional materials.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Bachelor's degree (B.A.) from a four year college or university in an applicable educational field.

B. Certificates, Licenses, Registrations

Current Maryland State Teaching Certificate in appropriate field of education.

C. Reasoning Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, educational standards and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, teachers and administrators.

D. Mathematical Skills

Ability to calculate figures and amounts such as percentages and averages. Ability to apply concepts of basic algebra and geometry. Knowledge of basic high school level mathematics.

E. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software, Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand technology knowledge.

F. Other Skills and Abilities

Ability to teach all age learners. Inspires and motivates others to perform well; Accepts feedback and criticism. Must be able to prioritize and plan work activities; Use Time efficiently; and set goals and objectives. Must be dependable. Must possess leadership qualities and good interpersonal skills and have ability to motivate persons of diverse backgrounds. Keeps abreast of changes and development in the profession by joining professional organizations, attending professional meetings, reading professional journals and other publications. Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

G. Other Qualifications

Must be able to travel to all schools in the County for meetings with cooperating teachers and administrative staffs. Must be willing and able to travel to several out of town and overnight meetings and trainings.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.