Job Description

Teacher: Alternative Education

Certification: The Alternative Education Teacher must hold a valid license from the State of Indiana through the Indiana Department of Education Division of Professional Standards.

Preferred Licensing Area(s) include, but are not limited to: Emotionally Disturbed, Seriously Emotionally Handicapped, Mild Interventions and/or Mild Disabilities.

Overview: The Alternative Education Teacher will coordinate with other staff daily lesson plans congruent with the student’s IEP and will instruct the students according to that plan.

Professional Responsibilities:

- Attend prior staffings for students being considered for the program.
- Attend change of placement or Manifestation Determination case conferences of students being considered for the program.
- Communicate with home school personnel on a regular basis.
- Follow the policies and procedures of Special Services, Johnson County Schools.
- Notify Special Services of any changes in student data or enrollment.
- Participate in scheduled teacher staff development activities.
- Supervise and evaluate behavioral coaches and instructional assistants.
- Consult and collaborate with teachers appropriate for the students’ IEPs.
- Update regional assistant directors, program support teacher, and teacher of record on student progress towards returning to home school.
- Prepare for and participate in parent-teacher conferences.
- Communicate with teachers from home schools when work is not received in a timely basis.
- Submit required information for local, state and federal reports.
- Attend case conferences of students returning to the home school.
- Maintain written educational and behavioral data for each student.
- Provide the home school with weekly attendance reports.
- Actively monitor and record student progress and discuss progress with students and TOR on a regular basis.
- Communicate the requirements of the student’s IEP in a manner that all professionals and paraprofessionals involved with individual students understand their responsibilities.
- Attend required meetings and school related activities.
- Submit weekly schedule to appropriate offices.
- Regularly apprise parents to individual student’s progress.

Instructional Skills:

- Provide instruction to students, following the lessons provided by the schools.
- Establish and implement an effective classroom management system.

Diagnostic Responsibilities:

- Keep data regarding behavior. (Maintain ongoing data that is used to modify behavior.)
- Conduct required standardized diagnostic assessments.
Organizational Skills:
- Maintain a file of communications regarding students.
- Maintain dated records of incoming and completed work.

OTHER DUTIES AND RESPONSIBILITIES AS ASSIGNED BY SUPERVISOR