ALTERNATIVE INSTRUCTOR

Job Description:

> The alternative instructor participates in pupil and parent conferences, develops an instructional plan for each pupil which may include work experience and/or independent study and supervises the pupil's work.

Major Duties and Responsibilities:

1. Assists in pre-application counseling of pupils seeking information about the alternative class.
2. Participates in the application conference by counseling with the parent and applicant.
3. Analyzes the pupil's needs and determines a sequence of subject matter.
4. Develops contract units for the proper level of difficulty and the correct number of hours of work at a ratio of 12 hours for each required unit.
5. Obtains the necessary materials for student use so that the contract may be completed.
6. Critiques the pupil's work and gives specific directions for improvement where necessary.
7. Contacts the parents on a regular basis concerning the pupil's efforts.
8. Counsels with parents and pupils on behavior or attendance problems as necessary.
9. Maintains control of the class while developing standards of pupil self-direction and discipline.
10. Contacts community resources to develop occupational training experience for the pupils so selected.
11. Develops contract arrangements for independent study.
12. Establishes appropriate levels of student achievement and encourages pupils to work at or above those levels.
13. Administers proficiency tests in reading, writing and arithmetic.
14. Recommends students for graduation who have completed all required subjects and passed reading, writing and arithmetic tests at a 9.0 or higher level grade placements.
15. Completes a yearly progress report on the program.
16. Attends meetings and completes reports as required.
17. Supervises co-curricular activities as assigned.
18. Accepts other assignments appropriate to the alternative program consistent with District policies.

Immediate Supervisor: Principal
Assignment: Teacher Calendar
Salary: Certificated Schedule