



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Alternative Teacher of Students with Disabilities**

Position Type: Certified	Department: School
Salary Schedule: Certified	Location: School
Reports to: Principal	
Term of Employment: 9 months	Shift: Flexible Schedule
Approved By: Human Resources	Date: March 11, 2019

POSITION SUMMARY:

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student achievement.

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.

ESSENTIAL FUNCTIONS:

CURRICULUM/INSTRUCTION/ASSESSMENT:

- Places emphasis on both student achievement and social well-being.
- Establishes a culture for learning implementing State Standards and District curriculum.
- Demonstrates knowledge of students and individualizes appropriately.
- Selects appropriate instructional goals and designs and implements coherent instruction.
- Identifies, selects, creates, and modifies instructional resources to meet the needs of students with varying backgrounds, abilities, and needs through differentiated instruction to engage all students in meaningful learning.
- Identifies and requests needed materials, supplies and equipment to implement IEP services, utilizing all available resources to enhance instruction.
- Utilizes all available resources to enhance instruction.

- Uses effective questioning and discussion techniques and responds in a clear and well-expressed manner to student questions and inquiries within twenty-four hours.
- Reflects on teaching and varies techniques and approaches accordingly.
- Uses effective motivational techniques.
- Performs academic/achievement assessments as directed.
- Provides regular, accurate, and timely student-specific assistance, feedback and support to students relative to their performance.
- Maintains and keeps archives of student work and correspondence (if necessary), and effectively assesses student learning by maintaining and reporting student participation, evaluations/grades as appropriate.

BEHAVIORAL:

- Effectively manages student behavior.
- Develops and maintains a behavior management system, including monitoring and charting behaviors specific to individual behavior plans.
- Adheres to District-approved restraint and seclusion guidelines.
- Applies and supervises the application of approved crisis intervention techniques to students with aggressive behavior and restrains violent students appropriately as needed.
- Assists the IEP Team with the development and implementation of a student support plan as needed.
- Assists IEP team with monitoring behavioral needs of students and developing positive intervention plans as needed.
- Assists the IEP team with the development and implementation of a sensory diet when needed for student.

COLLABORATION/COMMUNICATION:

- Participates as a member of the GEIT team if asked and provides consultation and assistance in co-teaching environments.
- Communicates clearly and accurately with all audiences.
- Participates in Multi-disciplinary Conferences, IEP Meetings and parent conferences as needed or appropriate.
- Assists the IEP team with developing appropriate data collection instruments.
- Assists IEP team in the development of student transition plans, programs, and goals.
- Communicates with students, parents, eSchool administration, and YTP teacher by email and telephone as needed.
- Openly communicates regarding course and student-related problems and concerns for eSchool.
- Must be willing to teach and/or facilitate online courses and/or labs for e-School students.
- Demonstrates the ability to motivate students in a distance learning environment and willingness to be flexible and help them become self-disciplined and effective time managers is required.
- Attends required department and district in-services and campus meetings.
- Works cooperatively with all staff members and support staff.

- Creates flexible schedules as students enter and exit.

ORGANIZATIONAL:

- Grows and develops professionally.
- Effectively manages classroom procedures.
- Demonstrates flexibility and responsiveness.
- Creates an environment of respect and rapport.
- Optimizes physical space and resources for safety and usage.
- Contributes to the school and district.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have patience and an aptitude for technical troubleshooting.
- Must have knowledge of Microsoft Office, Learning Management Systems and internet-based applications.
- Demonstrates the ability to work effectively under time constraints.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must be trained in Non-violent Crisis Intervention.

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- eSchool Facilitator experience preferred.
- Experience with Blackboard or comparable LMS is preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Must be physically able to appropriately restrain students if there is the need for protection of staff and students.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate to high.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.