

**ACESC Job Description 2022 Teacher for the Alternative Program**

<b>Qualifications:</b>	Certificate – Ohio Teacher's Certificate
<b>Reporting To:</b>	Director of Alternative Education
<b>Job Goals:</b>	<ul style="list-style-type: none"><li>- To facilitate and provide appropriate instructional opportunities for students</li><li>- To collaborate with students, parents, school personnel and others to meet the identified needs of students.</li></ul>
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Shall identify the individual needs of each student;</li><li>2. Shall plan a continuous progress program appropriate for each student;</li><li>3. Shall be responsible for the health, safety, welfare and discipline for each student. In addition, shall take responsibility for the health, safety, welfare and discipline of students between classes, before and after school, or at other times when students are at school but not formally assigned to a specific faculty member;</li><li>4. Will cooperate with the administrative staff in the proper functioning of all accepted policies, regulations and procedures;</li><li>5. Shall refer, to proper Allen county personnel, any student apparently in need of medical examination or assistance;</li><li>6. Shall keep accurate and complete records as required;</li><li>7. Shall make appropriate use of available equipment, facilities, and materials;</li><li>8. Shall seek help in any problems they encounter from Allen County Educational Service Center staff;</li><li>9. Shall at all times attempt to foster good public relations;</li><li>10. Shall interpret to parents through written reports and conferences as needed, the student's total growth and progress;</li><li>11. Shall cooperate with custodial and maintenance staff in keeping clean and orderly facilities;</li><li>12. Shall be receptive to improvement;</li><li>13. Shall be encouraged to continue professional growth through involvement in professional organizations and formal study;</li><li>14. Shall maintain an awareness of current educational practices;</li><li>15. Such other duties as may be assigned by the Director and/or Superintendent</li></ol>
<b>Physical/Mental/ Work Hazards</b>	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.
<b>Travel Requirements</b>	Travel to school buildings, city/state agencies and professional meetings as required. Itinerant teachers will utilize own transportation and move instructional materials.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

**February 2022**