

Gahanna-Jefferson School District Position Description

Position Title:	Alternative Instructor
Reports To:	Building Principal
FLSA Status:	Non-Exempt
Revision Date:	June 17, 2021

SUMMARY: Alternative Instructors work under the direction of classroom teachers/staff/principals to support students identified as needing support to fill gaps in academics. This role is typically specific to a particular subject area such as Reading, Math or Library Media, however, may be general in nature at times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Prepares intervention activities, and operates and cares for equipment used in the classroom for instructional and student use purposes.
- Utilizes identified intervention materials.
- Works with individual students/small groups to provide intervention as identified by teachers/principal based on individual student needs.
- Communicates consistently with classroom teachers in regards to student behavior and progress.
- Performs necessary documentation of progress monitoring.
- Understands and utilizes data to support instructional strategies.
- Participates in required intervention meetings for students.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community; maintains respect at all times for confidential information.
- Participates in in-service training programs as approved and required.
- Maintains a safe working environment and encourages colleagues to be safety-minded in the performance of all school-related duties.
- Supports the vision, mission and belief statements of the District and building.
- Follows the dress, punctuality and attendance policies and procedures of the District and building.
- Promotes good social relationships between children.
- Other duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in education required.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Active teaching license preferred.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before people.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must possess the emotional maturity and stability required to work with at risk students.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies and procedures.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee is required to support challenging behaviors.

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.

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

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.