WAYNE COUNTY SCHOOLS
JOB DESCRIPTION

Position: Alternative Education Lead Teacher

Evaluated by: Alternative Education Program Administrator

Job Description: The Alternative Education Lead Teacher works collaboratively with other program and county staff to provide an alternative education program in accordance with state law and West Virginia Board of Education and county policies and regulations.

Qualifications: The successful candidate must hold a West Virginia Professional Teaching Certificate endorsed at the grade levels appropriate for this assignment (6-12). Experience and training to work with at-risk students preferred.

Length of Employment: Defined in job posting

Responsibilities: In addition to abiding by established laws, policies, rules and regulations, the Alternative Education Lead Teacher shall have the following responsibilities and duties:

1. Develop and implement appropriate lesson plans for multiple subjects.
2. Develop and implement student behavior plans.
3. Provide instruction to student through various methods of instruction.
4. Enforce county and school rules and policies, assigning discipline as appropriate.
5. Maintain and coordinate records (attendance, discipline, etc.).
6. Maintain and coordinate supplies (purchase requisitions, budget, etc.)
7. Utilize formative assessment for learning as part of the daily student routine.
8. Integrate technology into the educational process.
9. Complete training and annual alternative education certification.
10. Increase academic skills by actively engaging students.
11. Organize and implement an effective, proactive intervention program.
12. Coordinate efforts with the Alternative Education Program counselor.
13. Supervise students at all times.
14. Assist students with meeting graduation requirements.
15. Maintain a positive learning environment through effective classroom management.
16. Communicate with program administrator for serious disciplinary issues.
17. Develop and deliver lessons to students based on individual student needs.
18. Complete other duties as assigned by the program administrator.