

SkillSource
309 E. Fifth St.
Moses Lake, WA 98837
509-766-6300
WA Relay 711

Job Description

ALTERNATIVE LEARNING TEACHER

POSITION: Alternative Learning Teacher

AREA: Grant and Adams Counties

LOCATION: Thieme Career Center - Othello, Washington

SALARY RANGE: \$3,792 - \$5,102 / Month

CLASSIFICATION: Full Time Exempt Employment

NORMAL WORKING HOURS: 40 hours per week. Employee will follow SkillSource's employment policies and procedures.

IMMEDIATE SUPERVISOR: Grant/Adams Youth Manager

POSITION SUMMARY: The Alternative Learning Teacher provides classroom instruction to students enrolled in an alternative education setting at the SkillSource Learning Center located inside the Thieme Career Development Center in Othello, WA. Responsibilities include: creating a classroom environment favorable to learning and personal growth of students enrolled in an alternative education setting; maintaining a safe and respectful classroom environment in order to optimize student capabilities and develop their love of learning; instructing students in basic and career skills leading to high school equivalency or high school diploma; developing and maintaining individual learning and career plans for students; assisting students with coursework and computer problems; developing lesson plans and curriculum as needed, present lessons to students, individually or in groups; provide student with case management to include career guidance information, employment assistance or referrals, and referrals to social and health services; and maintaining, completing, and submitting needed student records and reports

ESSENTIAL FUNCTIONS

- Regularly instructs students in basic and career skills; moves about the classroom communicating instructional information to individual students or groups of students.
- Frequently operates and manages computer and educational software programs; constantly moves about the classroom exchanging information with students and assisting them with coursework as well as with software and computer problems.
- Measures progress and accomplishments of students towards their academic achievements on a regular basis and meet to provide progress reports as required

- Consistently organizes and manages physical and human elements to promote a positive learning environment; establishes and communicates clear student conduct expectations and handles student discipline and emergencies.
- Regularly collects and maintains appropriate student records and information; completes, generates and submits student reports that meet federal, state, school district, and local requirements.
- Develops curriculum to meet developmental goals and instructional activities as needed.
- Exercises open and respectful communication with families/guardians, co-workers, supervisors, and other school staff
- Provides a safe, thriving, and respectful environment for all students in the classroom and on the school campus
- Assists in the development and implementation of an individual learning and career plan for students.
- Plans daily classroom activities.
- Administers student assessments to ascertain academic needs of students enrolled in an alternative setting.
- Works collaboratively with school and agency counselors, teachers, supervisors/managers, parents and related service providers in the over-all education and career plan
- Maintains student records and files in a confidential manner.
- Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).
- Utilizes assessments and other data to develop and update individual learning and career plans that include immediate and long-range education goals
- Regularly meets with students to review educational goals, evaluate progress and provide educational counseling; Sets goals with students and follows up on their progress; and coordinates education plans with Trainers and other staff.
- Participates in staff meetings and on committees. Attends training and workshops for professional development.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor Degree
2. Washington State Teaching Certificate

OTHER QUALIFICATIONS:

1. Ability to teach basic skills emphasizing math, reading and career skills - preferably in an alternative education program.
2. Ability to develop positive relationships with at-risk youth and low skilled adults.
3. Ability to work effectively as a team member
4. Computer Experience
5. Ability to speak Spanish preferred

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.