

**Richland Parish School Board  
Job Description**

**TITLE:** Alternative Learning Lead Teacher

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** Master's Degree, Type A or Level 2 Louisiana teaching certificate; five years of successful teaching, coordinating, or administration; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Supervisor of Special Education, as needed, Superintendent

**SUPERVISES:** Staff assigned to Richland Career Center at Archibald

**JOB GOAL:** To facilitate alternative learning for students placed in on-site suspension

**TERMS OF EMPLOYMENT:** 9 Month plus RPSB stipend

**EVALUATION:** Performance evaluation, annually.

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Assume responsibility for growth in student learning in the assigned area of responsibilities.
  - a. Ensure that student growth is continuous and appropriate for all students.
  - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities.
2. Manage inventory for all locations in the district; submit reports to Central Office and/or auditors as requested.
3. Facilitate alternative learning for students assigned to Alternative Learning Setting, collaborate with the school leadership team at Ruston Junior High as needed.
  - a. Meet student needs and monitor student progress to ensure the academic needs of all students are being met.
  - b. Implement a schedule and routines that maximize instructional time.
4. Establish and maintain a safe and positive Alternative Learning Setting environment.
  - a. Perform morning and afternoon duty, monitoring the transition of assigned students to facilitate the effective operation of the Alternative Learning Setting at Ruston Junior High School.
  - b. Establish a safe and positive atmosphere for students, staff members, families, and stakeholders. Manage conflict effectively.
  - c. Facilitate effective student discipline.
    - i. Implement a discipline system/plan to promote a positive learning environment for all students that clearly follows the Lincoln Parish discipline guidelines.
    - ii. Address student misconduct in a positive, and fair manner.
    - iii. Incorporate problem-solving skills to manage student behavioral challenges.
    - iv. Support teachers in resolving discipline concerns.

- v. Participate in the preparation of necessary disciplinary documents and corresponding disciplinary processes for students, meeting required deadlines.
  - vi. Attend student discipline meetings and hearing as required.
  - vii. Coordinate student assignment and staffing for detention, in-school suspension, credit recovery, etc.
  - viii. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
  - ix. Assist staff members in the orderly, expedient and safe transition of students from one location to another.
  - x. Work with teachers, counselors, and parents to develop behavior plans for students as needed.
5. Ensure a safe and secure learning environment by implementing and practicing emergency preparedness protocols.
  - a. Assist in responding promptly to crises, incidents, and emergencies affecting the school community.
  - b. Collaborate with district officials, law enforcement, and community agencies to address safety concerns and implement appropriate interventions as directed.
  - c. Schedule, conduct, and report on safety drills and emergency preparedness training (including crisis management plan) for students and staff in accordance with district policy.
  - d. Respond to safety concerns or incidents within the school community and implement appropriate safety measures.
6. Facilitate all online learning for all assigned students.
  - a. Ensure that students assigned to online learning have work and complete work daily.
  - b. Assist with assigning work through Edgenuity as needed.
  - c. Work with regular schools to provide a smooth transition to and from the regular setting for students assigned to online learning.
  - d. Track attendance and prepare appropriate paperwork to appropriately account for student attendance in alternative learning online setting.
7. Motivate student learning.
  - a. Connect with the students daily by phone, email, or video conferencing during normal school hours.
  - b. Track the academic progress of students assigned to online learning; keep regular schools notified of progress of students assigned online learning.
  - c. Provide ongoing feedback on student progress and achievement through formal methods.
  - d. Ensure availability to students and intervene with students as needed.
  - e. Maintain open dialogue with the parent community through the use of multiple forms of communication such as parent conferences, website, online grade book, prompt return of parent phone/email messages, consistent communication with general education teachers, etc.
8. Maintain a virtual environment conducive to student learning and appropriate for the physical, social, and emotional development of students assigned in a virtual learning environment.
  - a. Set and maintain clear and rigorous expectations.
    - i. Meet with parents and students when they enter the alternative learning setting to orient, communicate expectations, and identify appropriate placement within the program;

- ii. Encourage students to learn from mistakes; and
  - iii. Create opportunities where all students can experience success.
- 9. Exhibit professionalism regularly in the areas of professional norms and behavior
  - a. Establish and support an environment that is open, productive, caring, professional, and trusting for teachers and staff.
  - b. Promote accountability among teachers and staff for each student's success and the effectiveness of the 6th-8th Grade Alternative Learning Setting as a whole.
  - c. Provide professional direction by acting respectfully and responsibly in personal conduct, in relationships with others, and expects staff and students to do the same.
  - d. Demonstrate the values of integrity, trust, collaboration, perseverance, and continuous improvement.
  - e. Make decisions based on what is best for children and hold self responsible for the academic achievement and well-being of all students.
  - f. Understand, implement, and support school personnel in following school and system expectations and policies to maintain consistency and impartiality.
  - g. Model and ensure that all stakeholders understand, comply, and adhere to federal, state, and local laws, rights, policies, and regulations.
- 10. Follow up in cooperation with the Child Welfare and Attendance Officer to monitor the progress of 6th-8th grade students returning to the regular schools from the interim placement at the Alternative Learning Setting. Connect with the students and clearly establish an expectation that the students will remain in school, behave appropriately, and avoid further repeats to the Alternative Learning Setting.
- 11. Participate, as necessary, in the collaborative sessions conducted by Pupil Appraisal staff along with the Child Welfare and Attendance Officer and others that work directly to establish interventions for helping students better succeed.
- 12. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
  - a. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
  - b. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- 13. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
- 14. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
- 15. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned not to exceed fifteen events per school year.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials

and equipment.

5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_