



RIALTO UNIFIED SCHOOL DISTRICT

Alternative Learning Class Teacher Job Description

DEFINITION

To provide an individualized program of instruction in all academic areas for students placed in the Program. To provide instruction, behavioral management, and guidance as these students are prepared to return to the regular program.

ESSENTIAL DUTIES

- Supervise students assigned to the class and keep accurate attendance records for the students.
- Provide assignments, instruction and/or tutoring in the areas of Math, English, Reading, History, Geography, Government, and Science to students assigned to the class. Assure that students are engaged in academic activities during the entire time they are assigned to the class.
- Provide instruction to the students in the development of study skills, preparation for testing and proper peer interaction.
- Create a consistent and progressive classroom management system that creates a change of attitude and behavior on the part of the student.
- Work with parents of the assigned students by making contact with the parents on the progress of the student regarding: attendance, attitudes, behavior and to advise the parents of Saturday school assignments.
- When necessary or requested ascertain the achievement level of each student by testing, investigation of previous records, personal observation or other method deemed necessary.
- Evaluate the progress of the student in academic and behavioral areas and provide documentation and/or reports to site administrator, counselor, and the regular classroom teacher. Maintain written documentation of academic and behavior progress for all students assigned.
- Work with school staff to assist the student in every way possible to return to the regular classroom as soon as possible as prudently possible when the student satisfies the expected requirements of the program.
- Select, design, or assemble necessary books, supplies, or individualized units of instruction at necessary levels of ability.
- Participate and communicate with other members of staff as needed.
- Participate in required site and/or district in service programs, meetings, and other duties as directed.
- Other duties as assigned.

QUALIFICATIONS

Experience and Education:

- Possession of a valid California Multiple or Single Subject Teaching Credential and EL authorization
- Minimum of three years (3) years of teaching experience
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law

PHYSICAL DEMANDS

Physical class:

Light – lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds

Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to transverse some part of a 30 acre campus. Ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	Frequently
Lifting:	Occasionally	Kneeling:	Occasionally
Reaching:	Occasionally	Sitting:	10% - Occasionally
Handling:	Frequently	*Driving:	Not required
Grasping:	Frequently	Walking:	Occasionally
Fingering:	Occasionally - up to 2 hours	Push/Pull:	Occasionally

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Frequently	Reaching below shoulder level:	Yes - Frequently
Reaching to above shoulder level:	Occasionally		

Sensory requirements:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	May have own controls	Fluorescent lights:	Probably
Odor:	Yes	Floor may be slippery at times:	No
Noise:	Yes	Working in close quarters with others:	Yes
Humidity:	Inside all day	Working inside:	95% of the day
Moisture:	Inside all day	Working outside:	5% of the day

This job requires:

Alertness:	Yes	The use of two hands:	Yes
Attention to detail:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

Ability to deal with psychological factors:

Team work:	High	Repetitive tasks:	High
Frustration:	High	Level of responsibility:	High
Able to work overtime as needed:	Over 3 hours per day	Must keep up with schedule:	High
Dealing with angry teachers, students, parents: Occasionally			

Physiological Factors:

Must maintain a high level of consciousness:	High, all day long
Orientation to time, place, or person:	Yes
Ability to read at 12 th grade level:	Yes
Able to keep up a high level during the shift: Yes, 5-6 minute passing period	