
Job Description – Alternative School Teacher (Humanities) (STEM)

Primary Function: Under the direction of the campus Principal, provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and enable each student to develop competencies and skills to function successfully in society.

Responsibilities/Duties:

Instructional Strategies

- Develops and maintains an alternative classroom environment conducive to effective learning and appropriate for the physical, social, and emotional development of alternative students as well as the safety of all students.
- Develops and implements appropriate alternative lesson plans that fulfill the requirements of district's curriculum program and shows written evidence of preparation as required; presents subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Actively engages students in the alternative learning process; plans and uses appropriate alternative instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP), to monitor behavior according to Behavior Intervention Plans (BIP) and to provide 504 accommodations when needed.
- Monitors and assesses academic progress of students through formal and informal assessments; ensures that assessment and feedback are aligned with goals and objectives; provides opportunities for relearning and re-evaluation of material.
- Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods in accordance with district requirements.
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s).
- Uses technology to strengthen the teaching/learning process.
- Encourages and supports students with moderate to severe anger, anxiety and/or psychological behaviors on a regular basis.
- Actively engages students in learning designed to develop habits associated with positive character and appropriate social interactions and responses.

Student Growth and Development

- Assists students in analyzing and improving methods and habits of study
- Assesses the accomplishments of students on a regular basis through formal and informal testing and provides progress reports as required
- Assumes responsibility for extracurricular activities as assigned. Sponsors outside activities approved by the campus principal
- Presents for students a positive role model and supports the mission of the school district

Classroom Management and Organization

- Creates a classroom environment that is conducive to learning and appropriate for the physical, emotional and social development of the students
- Manages student behavior in accordance with Student Code of Conduct and student handbook
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Assists in the selection of books, equipment and other instructional materials

Communication

- Establishes and maintains open lines of communication with students, parents, principals and teachers
- Maintains a professional relationship with all colleagues, students, parents and community members
- Uses effective communication skills to present information accurately and clearly

Professional Growth and Development

- Participates in staff development program activities to improve job related skills

Policy Implementation

- Keeps informed of and complies with state, district, and school regulations and policies for classroom teachers
- Assumes responsibility for compiling, maintaining, and filing all reports, records and other documents required
- Attends and participates in faculty meetings and serves on staff committees as required

Supervisory Responsibilities

- Supervises assigned teacher aides(s) and student teachers

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience:

Valid Texas teaching certificate, with required endorsements for subject/level assigned. Bachelor's degree from an accredited university. Demonstrated competency in the core academic subject area assigned

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 187 work days. See current hiring pay grade on the Teacher Compensation Plan.

Revised: 5.21.2025

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date