

**LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION**

ALTERNATIVE EDUCATION TEACHER

Job Summary: The Alternative Education Teacher is the primary teacher for the LWS Extension School and has the responsibility for the day-to-day operations of the school to ensure that the teaching/learning is carried out effectively in a highly academic manner.

Job Responsibilities:

1. Ensure educational/learning program compliance with accrediting agency standards and requirements of the LWS.
2. Ensure that all programs and services are appropriate in order to meet the academic, cultural, emotional, social, physical, creative and other needs of students.
3. Establish and implement activities designed to ensure that parents of students enrolled in the school have the opportunity to become involved as true partners in the education of the parents children.
4. Monitor the development and maintenance of student records that include attendance, grading, enrollment, student evaluations and assessments for all programs, academic achievement, and other appropriate student records.
5. Ensure proper and equitable administration of and provide direct oversight and implementation of student rights and responsibilities, and expectations of students as incorporated into the student handbook.
6. Develop and monitor the implementation of processes designed to consistently provide students with opportunities to be involved in decision-making on matters regarding students, programs, policies, procedures, activities, and other aspects of school operation, implementation, and evaluation.
7. Monitors student disciplinary referrals, actions and makes recommendations for disciplinary actions including suspensions and expulsions.
8. Monitors student health service program, counseling program activities, and participates in student IEP meetings.
9. Coordinates student and parent conferences, school climate assessments, and child protection referrals.
10. Approve requests for acquisition of learning equipment materials, supplies, programs, and other resources needed to continually improve the educational/learning programs.
11. Adhere to the LWS policies and procedures.
12. Additional responsibilities as assigned by the HS Principal.

Qualifications:

1. Bachelor's degree and endorsements in the areas of teaching assignment. Certification, alternative certification or licensure: current, valid South Dakota teaching certificate.
 2. Knowledge of Indian reservations or experience teaching Indian children preferred.
 3. Indian Preference considered pursuant to P.L. 93.638.
 4. Veteran's preference is considered by verification of DD-214.
- Must successfully pass pre-employment screening.

