

POSITION DESCRIPTION

TITLE:	McKinley Charter School County Jail Instructor/Competency Component Teacher	SUPERVISOR:	Head of Instruction
DEPARTMENT:	Secondary Schools	CLASSIFICATION:	Certified

I. Accountability Objectives:

Assist in the delivery of the day and night competency component, and county jail components of McKinley Charter School (hereafter MCS); provide instruction, development of instructional materials and tests, administrator and score tests and pretests; complete student contracts; maintain appropriate records; collect assignments; and home visit

II. Position Characteristics:

Recruited by: Head of Instruction
Salary: On Schedule
Length of Contract: 189 days – 7.25 hours per day which are composed of a flexible schedule, with evening hours as assigned

III. Position Relationships:

Reports to: MCS Head of Instruction
Coordinates with: Staff, students, and parents; sending school EEN teachers; and jail staff
Type of coordination: As directed by MCS Head of Instruction

IV. Position Qualifications:

A. Required experience and training:

1. Wisconsin Department of Public Instruction certification as a K-12 and/or special education teacher
2. Possession or eligible for a license as a charter school teacher
3. Entry level ability in word processing, spread sheets, data base skills
4. A vehicle and ECASD clearance to transport students and an appropriately insured vehicle capable of transporting 3 to 4 students at a time and to drive to jail location
5. Ability to pass the Stanford Achievement test with a score of 12th grade or better
6. Ability to establish a positive relationship with students and maintain an appropriate, disciplined environment utilizing the MCS Governance Board approved behavioral models

B. Special required qualifications of the position:

1. Willingness to work a flexible schedule including nights
2. Ability to teach math, science, social studies, English, health, and civics at a 12th grade level
3. Willingness to be trained and complete all Restitution workshops
4. Outstanding written and oral communication skills
5. Strong organizational and planning skills
6. Knowledge of at-risk or special education students and programs
7. A working knowledge of the models adopted by the MCS Governance Board

C. Skills/Qualifications in priority order:

1. Instructional skills
2. Tutoring skills
3. Crisis intervention and discipline skills
4. Collaboration skills

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5. Clerical record keeping and data collection skills
6. Computer experience
7. Other duties as assigned

V. Position Responsibilities:

A. Instructional

1. Provide instruction to competency component and jail students
2. Implement career planning and employability components
3. Schedule and/or administer pre and post-tests
4. Develop curriculum and study materials
5. Develop/select appropriate assessment tools
6. Maintain student grades, transcript records, and other appropriate records
7. Establish positive relationship with children with behavioral, learning and physical problems
8. Maintain appropriate confidentiality

B. Crisis Intervention/Discipline

1. Maintain discipline utilizing reality therapy and non-violent crisis intervention strategies
2. Provide direction which promotes the welfare and educational development of the students

C. Collaboration

1. Serve as a liaison to parents; social workers; probation and parole officers; jail staff; and sending school administration, counselors, and EEN staff
2. Serve as a liaison to sending school
3. Maintain positive relationship with students, colleagues, parents/guardians, jail staff, staff of referring schools and other MCS staff

D. Data Collection and Record Keeping

1. Secure all data for pre-screening forms
2. Work with all staff to ensure collection and maintenance of data necessary for enrollment and Friday count data
3. Administer, score, review, and evaluate competency pretests and tests
4. Maintain appropriate levels of security and confidentiality for academic records
5. Complete and/or collect requisitions, orders, and receipts for competency component for review by Head of Instruction.
6. Maintain appropriate records for competency component and jail components utilizing appropriate computer programs

E. Training

1. Take additional training in areas such as reality therapy, AODA core, and facilitator training, crisis intervention, and specific computer software applications, as appropriate

F. Other duties

1. Oversee with competency component staff and Head of Instruction all aspects of graduation ceremonies
2. Complete other duties as assigned

*Eau Claire Area School District
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New:

Revised: 4/2004, 4/2008, 03/2011

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