

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### ALTERNATIVE SCHOOL

## Teacher on Special Assignment

#### **Minimum Qualifications:**

- Valid Ohio Teaching license - Ohio Intervention Specialist License to teach children with disabilities preferred
- Ohio administrative license/certificate appropriate for the assignment or active commitment to pursue and attain administrative licensure
- Documentation of a clear criminal record in compliance with state statute
- Preferred knowledge of: PBIS Targeted Tiered 2 and 3 Behavior supports, Restorative Practices, Trauma Skilled Schools, Special Education compliance, Social Emotional Learning
- Complies with drug-free workplace rules and Board policies.
- Strong leadership and communication style

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Executive Director of Student Services

#### **Job Objectives:**

The Teacher on Special Assignment supports the Principal Coordinator who brings together and focuses all of the educational resources and support services to deliver the best possible educational program. The Teacher on Special Assignment will support student success, enhance school climate, provide behavioral and disciplinary support, assist with staff development and data driven decisions.

The Teacher on Special Assignment will play a crucial role in shaping the future of our students and driving our school forward.

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Assist the Principal Coordinator in the overall administration and daily operations of the alternative school program.
- Act as the Principal Coordinator in their absence, making administrative decisions and ensuring continuity of leadership.
- Works cooperatively with Intervention Specialists, Teaching Assistants, and other service providers to modify curriculum, and to assist research-based and evidence-based interventions.
- Coordinate with BCBA and Social Workers to provide crisis intervention and de-escalation support.
- Support teachers in implementing alternative education strategies, trauma-informed instruction, and differentiated learning techniques.
- Promotes a favorable image of the service center. Builds community/school partnerships that enhance the service center's operational effectiveness
- Helps implement the service center's continuous improvement plan
- Develops a strategy to accomplish personal performance objectives within specified timelines
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community
- Complies with state model policies and procedures for the education of students identified as having a disability
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities
- Participates in parent conferences.
- Provides guidance, communicates high expectations, and shows an active interest in student progress
- Participates in hearing/grievance processes
- Helps teachers and administrators with discipline and pupil management issues.
- Expresses high expectations and monitors staff performance. Supports opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies
- Respects personal privacy. Maintains the confidentiality of privileged information
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior
- Participates in professional growth opportunities
- Strives to develop rapport and serves as a positive role model for others
- Accepts personal responsibility for decisions and conduct
- Wears appropriate work attire and maintains a professional demeanor
- Reports evidence of suspected child abuse and neglect as required by law.
- Upholds Board policies and follows administrative guidelines and procedures
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

March 2025