

## Thompson Falls School District Position Description

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Position Title: Alternative Learning Center Supervisor

Reports to: High School Principal

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**Summary:** Monitoring and supervising the students assigned to the ALC building (enrolled in Montana Digital Academy (MTDA), Study Hall, In-School Suspension, etc.)

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

1. Assisting in the enrollment of students in the MTDA classes and acts as a liaison with the MTDA staff.
2. Supervising students in MTDA, study hall and in-school suspension under the guidance of the directing teacher or administrator.
3. Working one-to-one or small groups reinforcing lessons.
4. Assisting with the implementation of lesson plans and responding to students' special needs.
5. Assisting with classroom management.
6. Providing instructional support to students under the direction of the teacher or administrator.
7. Implementing educational goals through activities.
8. Implementing behavioral supports across settings.
9. Participating in meetings for students when necessary.
10. Facilitating communication between individual students and teacher.
11. Correcting student assignments as necessary.
12. Assisting with maintenance of educational records when necessary.

**Supervisory Responsibilities:** Supervises students of particular programs.

*QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Secondary high school diploma or its equivalent, plus one of the following:

- a. completion of two years of study at an institution of higher learning;
- b. an associate's (or higher) degree; or
- c. meeting a rigorous standard of quality that demonstrates, through a formal assessment, knowledge of and the ability to assist in reading, writing, and mathematics instruction or reading, writing, and mathematics readiness.

**Language Skills:** Ability to read and interpret documents such as District policies, procedures and handbooks. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the District.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skills and Abilities:** Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain consistent attendance.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit or kneel. The employee will frequently bend or twist at the trunk while performing the duties of this job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the students in order to give directions.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will work inside school buildings. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

