



EMPLOYEE NAME: _____

Revised: 3/86; 7/86; 8/88; 6/92; 8/92; 1/94; 11/94; 2/97; 7/02;
5/04; 1/05; 4/05; 6/07; 10/12; 7/13; 8/15; 7/17; 6/18

JOB DESCRIPTION

POSITION TITLE: ASP Instructor, Certified, Special Education	JOB CODE: A805
DIVISION: Accountability and Research	SALARY SCHEDULE: ASP Salary Schedule
DEPARTMENT: Alternative Education Programs	WORK DAYS: As needed
REPORTS TO: ASP Director	PAY GRADE: ASP3
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides instruction and supervision of planned activities for the special education ASP students.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Must be certified in CPR and First Aid
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, instructional strategies that connect the curriculum to the learners, student management, and knowledge of site safety procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Implements and supervises instructional activities for the students.
3.	Maintains daily attendance reports for assigned students.
4.	Manages student behavior for assigned students.
5.	Maintains accurate records when working the sign out desk.
6.	Follows daily time schedule as assigned by the ASP Director.
7.	Knows and follows site safety procedures.
8.	Attends and participates in ASP staff meetings and required training sessions.
9.	Performs additional duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____