

CARROLL COUNTY BOARD OF EDUCATION

Job Description for Teacher of Carroll County Center for Accelerated Learning

QUALIFICATIONS: Bachelors Degree
Kentucky Teaching License

REPORTS TO: Assistant Superintendent

JOB GOAL: To increase the number of students who take courses through on-line opportunities for credit recovery or acceleration. To assist Carroll County High School in increasing the number of students who graduate on time and are college and career ready.

PERFORMANCE RESPONSIBILITIES:

1. Work closely with the Secondary Supervisor DPP, High School Counselor/Principal, and DPP administrative assistant to ensure the smooth operation and success of the program.
2. Work with related personnel in all facets of record keeping including but not limited to enrollment, grades, attendance, fee schedules and other related matters.
3. Assist the finance department with payments, receipts and deposits
4. Meet timelines/documentation for enrolling students in accordance with district DPP procedures
5. Work closely with the Secondary Supervisor, DPP, DPP administrative assistant and state-level personnel in regard to issues that arise
6. Serve as a liaison among students, district office and the Kentucky Department of Education
7. Maintain continuous student/parent contact and corresponding records and reports
8. Visit students in their homes to provide assistance and check on progress
9. Recruit, register, and monitor progress of students enrolled in CCCAL.
10. Keep abreast of the Kentucky Virtual High School program requirements, process and updates
11. Aggressively solicit community partners and other education agencies to support the program
12. Speak with groups promoting the benefits of the program
13. Work with the district grant writer in search of additional/continued funding for the program.
14. Aids in the administration of student assessment in accordance with the district or state regulations.
15. Seeks out and engages in significant partnerships with business, industry and college/universities to expose students to high-level, real-life learning.
16. Remain accessible to the extent possible to students and parents by phone/e-mail during non-school time.
17. Provide guidance and academic advice to students as they progress through their educational program.
18. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Carroll County Board of Education policy.

EVALUATION: Performance of this position will be evaluated in accordance with the Carroll County Board of Education policy.

REVISED: February 2013