

Cape Girardeau Public School District No. 63
Job Description

Job Title: Missouri Options Instructor

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports To: Director, Career and Technology Center

Brief Description of Position:

The Missouri Options Instructor facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment.

Required Qualifications:

- Bachelor's or Master's Degree in Elementary or Secondary Education or Certificate in AEL/GED
- Two or three years teaching experience in elementary or secondary education
- Must exhibit successful leadership, organization, public relations and business skills
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.
- Demonstrate skills in computer word processing, spreadsheets and data bases

Essential Duties and Responsibilities:

- Works collaboratively with administrators, teachers, parents, students and community members to accomplish MO Options goals and actions.
- Assisi in developing basic skills along with employment skills in conjunction with life skills.
- Coordinates and facilitates all actions between Options students and state testing sites; such as student registration, testing fees, testing dates and locations.
- Provide necessary support for Options students that allow them to obtain their high school diploma in a timely manner.
- Serves as coordinator to Options students, Career Class Instructor and parents to ensure they understand that Options students must successfully pass both the GED and career program to obtain their high school diploma.
- The Missouri Option Program Instructor will annually participate in the professional development activities provided by the Department of Elementary and Secondary Education. In addition, Missouri Option Program personnel shall participate in professional development activities provided by the local school district.
- Performs other duties as assigned by supervisors

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013