

**Job Description**  
**Secondary Teacher -- Alt. Education**  
Reports to: Education Manager

**BOTH COVER LETTER AND RESUME REQUIRED TO BE CONSIDERED FOR THIS POSITION**

DEADLINE Monday, May 27, 2019 at 5:00 pm

**HOURS:** This is a full time position - 7:15 a.m. to 5:15 p.m. Monday to Thursday

**SALARY:** The starting pay is between \$34,000 to \$40,000 per year (plus excellent benefits) depending on qualifications and experience.

**WORK ENVIRONMENT:** The primary office of this position will be at Operation Fresh Start  
This position may also meet with individuals in neighborhood settings, including libraries, community centers or social service agencies.

*The instructor, acting as an equal, integral team member, is responsible for the planning, implementation and follow-up of participant (student) academic, vocational, and personal goals.*

**RESPONSIBILITIES AND DUTIES**

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*The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Instruction
  - a. Develop positive relationships with participants, without sacrificing high expectations.
  - b. Make formal and informal assessments of students' strengths and weaknesses.
  - c. Develop individualized student plans based on assessments and student needs.
  - d. Guide students through their individualized curriculum.
  - e. Assist students in returning to regular (or other) school programming as appropriate.
  - f. Coordinate continued basic skill instruction for participants who have ongoing educational needs.
  - g. Accurately maintain and report student attendance.
  - h. Maintain accurate and up-to-date files on participants' academic progress.
  
2. Direct Service
  - a. Participate as an integral member of students' Case Management team to develop educational, vocational, and personal service plans.
  - b. Informally assess each participant's barriers to success (i.e. transportation, housing, family care, social pressure, AODA, etc.).
  - c. Advise students on how to achieve their goals.
  - d. Write participant evaluations, completed every 8 weeks.
  - e. Maintain a physically and emotionally safe education space.
  - f. Make appropriate connections between participants and outside support agencies.

3. Staff/Team Support
  - a. Maintain positive inter-team communication and support.
  - b. Consistently demonstrate positive attendance and timeliness.
  - c. Crosstrain to understand co-workers' duties both within and outside the department.
  
4. Administration
  - a. Foster appropriate communication with community members.
  - b. Seek and develop resources from within the community, and at large.
  - c. Prepare and complete all required paperwork.
  
5. Perform other duties as assigned by the Education Manager or Deputy Director.

### **KNOWLEDGE, ABILITIES AND SKILLS**

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1. Knowledge of teaching and/or instructional methodologies.
2. Demonstrated commitment to assisting students in their academic success.
3. Ability to establish and maintain effective and cooperative working relationships with individuals at all levels in the organization, students and the public.
4. Ability to work independently and with minimal supervision.
5. Skill in communicating effectively, both orally and in writing.
6. Demonstrated skills in communication and human relations with populations from diverse backgrounds.

### **QUALIFICATIONS**

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1. Current State of WI teaching license.
2. Valid Wisconsin driver's license and good driving record.
3. Background check clear of illicit criminal history.

### **RESUME AND COVER LETTER REQUIRED**

Please send resume and cover letter (limit 2 pages) describing your relevant experience.

#### **SUBMIT TO:**

Operation Fresh Start  
Attention: Melinda Gleason  
1925 Winnebago Street  
Madison, WI 53704  
MGleason@operationfreshstart.org  
608-244-4721

**DEADLINE Monday, May 27 at 5:00 p.m.**

**Operation Fresh Start is an affirmative action/equal opportunity employer  
Women and minorities are encouraged to apply**