

SECTION 395 AT-RISK ASSISTANT

POSITION TITLE: AT-RISK ASSISTANT

REPORTS TO: Building Principal and guidance counselor

QUALIFICATIONS:

1. Must maintain confidentiality.
2. High school diploma. Education beyond high school a plus.
3. Good organizational skills.
4. Previous experience working with students.
5. Ability to assist students with school work in English, math, social studies, and science.
6. Ability to maintain an orderly environment.
7. Can work in a positive manner with students and staff.
8. Good inter-personal communication skills.
9. Ability to do simple clerical tasks.

GENERAL RESPONSIBILITIES:

The primary responsibility of this position is to work with students in small groups to assist the students in completing their assignments and projects and help them prepare for tests. This person must communicate effectively and regularly with the students' teachers and the guidance counselor. This aide may also be asked to assist teachers within a classroom if needed.

ESSENTIAL FUNCTIONS:

1. Maintain student confidentiality.
2. Maintain an orderly environment.
3. Assist students with their homework assignments and projects.
4. Help students study and prepare for their tests and quizzes.
5. Help students stay organized.
6. Make weekly contacts with the students' teachers regarding upcoming projects, missing assignments, current grades, etc.
7. Work within a classroom or resource room as a teacher assistant when necessary and appropriate.
8. Provide the ISS assistant with a lunch and afternoon break.
9. Substitute for the ISS assistant when necessary.
10. Perform simple clerical tasks when asked.
11. Keep room neat and orderly.
12. Maintain student confidentiality.
13. Other tasks as assigned by the building administrator.

1st Reading: Feb. 28, 2000

2nd Reading: March 13, 2000

Approved: March 13, 2000