

SECTION 397 Alternative Learning Center Assistant

POSITION TITLE: Alternative Learning Center Assistant

REPORTS TO: Assistant Principal

QUALIFICATIONS:

1. Must maintain confidentiality of student information.
2. High school diploma. Education beyond high school a plus.
3. Above average communication skills.
4. Previous experience working with students desired.
5. Work in a positive manner with students, staff, and parents.
6. Ability to keep accurate records.
7. Ability to maintain an orderly environment.
8. Ability to do simple clerical tasks.
9. Ability to use electronic data management systems.

GENERAL RESPONSIBILITIES:

Provides supervision and assistance to students assigned to the Alternative Learning Center. Will closely supervise students and maintain a quiet environment. Provides assistance to students when they have questions related to their schoolwork. Will be able to work closely with the assistant principal.

ESSENTIAL FUNCTIONS:

1. Maintain confidentiality of student behavioral and academic information.
2. Supervise students in the Alternative Learning Center.
3. Help students when possible with their schoolwork.
4. Arrange for student lunches.
5. Arrange student bathroom breaks as needed so all students are appropriately supervised.
6. Monitor students during their morning afternoon restroom breaks.
7. Monitor the physical condition of the Alternative Learning Center (ALC) room. Report any damage or problems to building administrator. Maintain professional relations with other members of the high school staff.
8. Maintain an orderly and quiet environment in the ALC room.
9. Perform clerical tasks assigned by administrators-
10. Process referrals (print, log, mail).
11. Coordinate and log detentions. Communicate with the Dean of Students and/or the Assistant Principal-
12. Process monthly reports regarding attendance, behavior, and distribute to proper Administration
13. Assist with attendance procedures as needed/assigned.
14. Other tasks as assigned by the building administrator.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

Tests may be administered to determine the extent to which an applicant meets the job description.

1ST Reading: Feb. 28, 2000
2nd Reading: March 13, 2000
Approved: March 13, 2000
Revised: July 11, 2016