

396 PORTAGE ACADEMY TEACHING ASSISTANT

REPORTS TO: PAA PRINCIPAL

QUALIFICATIONS:

1. Must maintain confidentiality.
2. High school diploma. Education beyond high school or previous experience working with at-promise (at-risk) students a plus.
3. Good organizational skills.
4. Knowledge of the Portage Community employers, programs, and resources.
5. Ability to assist students with schoolwork in English, math, social studies and science.
6. Must be able to navigate through the online curriculum, give retakes, and help customize curriculum for each student.
7. Ability to connect with at-promise students and to maintain an orderly learning environment.
8. Can work in a positive manner with students and staff.
9. Good interpersonal communication skills.
10. Ability to complete clerical tasks.

GENERAL RESPONSIBILITIES:

The primary responsibility of this position is to work with at-promise high school students in a small school setting. This person normally works with one other teacher in a self-enclosed school setting. He or she assists students on a daily basis with the three components of the school:

- 1) Academic skills: assisting students with their daily online curriculum in English, Math, Science, and Social Studies. He or she also assists students with composition, editing, and content of writing assignments.
- 2) Job skills: This person works closely with students and their respective employers in the community. He or she makes monthly contact with employers to monitor and evaluate student work performance. Must also be able to work with employers to help create, monitor, and coordinate job opportunities for PAA students.
- 3) Life skills: This person must be available to help students with personal issues. These could include: making positive on-the-job employment decisions, helping to secure legal documents necessary for employment, and advice on family and personal matters.

ESSENTIAL FUNCTIONS

1. Maintain student confidentiality.
2. Maintain an orderly school and work environment
3. Assist students with the three components of the school: Academic, Job and Life Skills.
4. Record attendance on Infinite Campus, enter grades, and update high school transcripts for graduation.
5. Work cooperatively and collaboratively with his/her daily co-worker, principal, and counseling staff.
6. Keep track of student make-up time.
7. Monitor and address student behaviors.
8. Help set up field trips and guest speakers.
9. Organize and assist lead teacher with all duties surrounding graduation.
10. Perform clerical tasks.
11. Keep classroom areas neat and orderly.

OTHER FUNCTIONS

1. Assist in classroom record keeping and data collection.
2. Assist in preparation of teaching materials.
3. Assist in correction of student work or tests.
4. Submit time sheets and personal/sick leave documents in a timely manner.
5. Perform other duties as assigned by the lead teacher and/or PAA principal.

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 – November 9, 2015
2nd Reading – December 14, 2015
Approved – December 14, 2015