

## JOB DESCRIPTION

TITLE           ALTERNATIVE EDUCATION CLASSROOM ASSISTANT

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal State or local academic assessment ( <i>ParaPro Assessment</i> ) knowledge of, and the ability to assist in instruction, reading, writing and mathematics, as appropriate and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data and draw valid conclusions. Ability to interpret technical instructions and lesson plans.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be working in an Alternative school setting which serves students with at-risk characteristics and/or a juvenile justice program.

REPORTS TO              Principal

#### GENERAL RESPONSIBILITIES

1. Supervises students who are in an Alternative School Program.
2. Assists with all functions related to the daily routines and procedures and assures that all matters related to the daily operation of the program are performed.
3. Supervises students in the classroom, lunchroom, before school, after school, and during regularly established routines.
4. Works to insure that school groups are safe for students and faculty.
5. Assists with Quality Assurance requirements and paperwork.

#### SPECIFIC RESPONSIBILITIES

1. Works in classrooms with students who have at-risk characteristics, or a history of discipline problems, or who are placed in lieu of expulsion, or are in a juvenile justice facility.
2. Assists with the preparation and review of all Quality Assurance materials.
3. Advises students regarding issues specific to their behaviors and provides strategies that can be employed the next time a similar situation occurs.
4. Inspects the classroom daily; insures work orders are written and submitted promptly for needed repairs. Follows through on items related to maintenance of the ground.
5. Assists with the after school tutoring program targeted at any student whose grades are a C or below by assisting with homework and activities focused on improving both reading and math skills.
6. Supervises students in specific situations, e.g., bus loading/unloading zones study periods, time-out room, lunch or other developmentally appropriate activities before, during, or after the school day.
7. Follows the daily routine established in the Standard Operating Procedures Manual and all the procedures and policies contained within that document.

8. Communicates with the Behavior Specialist, Counselor and Teachers in finding positive solutions for behavior modification for disruptive students.
9. Supervises students both in and out of the classroom.
10. Substitutes for the teacher when needed.
11. Conducts small group and tutorial instruction as needed.
12. Performs support duties for teachers.
13. Helps to promote security for the health, safety and welfare of staff and students.
14. Provides assistance to the classroom teacher in any/all duties that promote the academic and social concerns of all students.
15. Performs other duties as assigned.