

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. While performing the duties of this job the employee is exposed to outside weather conditions. The noise level in this environment is moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Assists the Lead Teacher or Program Manager with duties associated with the daily operation of the program.
2. Establishes daily routines and procedures and assures that all matters related to the daily operation of the program are performed.
3. Supervises the Mustangs at New Beginnings during regularly established routines.

SPECIFIC RESPONSIBILITIES

1. Communicates with the Lead Teacher or Program Manager, counselor and teachers in finding positive solutions for behavior modification for students. Supervises the students when removed from the classroom.
2. Assists teachers with students who have classroom problems.
3. Assists with supervision of after school program. Counsels students regarding issues specific to their assignment to the after school program and provides strategies that can be employed the next time a similar situation occurs.
4. Conducts parent conferences at school and/or by phone to report the progress of the son/daughter.
5. Inspects the classrooms daily; insures work orders are written and submitted promptly for needed repairs. Follows through on items related to maintenance of the grounds.
6. 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.
7. Assists in recruiting and scheduling volunteers from other schools and community to provide one-on-one assistance to students who need to be challenged academically.
8. Works with the Lead Teacher or Program Manager in recording points earned by students daily and recommends students for promotion who have earned enough points to warrant promotions in Junior Mustangs.

9. Helps to provide security for the health, safety and welfare of staff and students.
10. Provides assistance to the classroom teacher in any/all duties that address the academic and social concerns of all students.
11. 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.
12. Manages the Junior Mustang Program by training students during drills and upon entering the classroom and supervising the running of the obstacle course and the physical fitness test.
13. Follows the daily routine established in the Standard Operating Procedures Manual for New Beginnings and all the procedures and policies contained within that document.
14. Performs such other duties as assigned by the Lead Teacher, Program Manager or Principal.