**Job Title**: Program Assistant – Alternative Education

**Summary**: The responsibility of the Program Assistant – Alternative Education is to work closely with staff in assisting to achieve individual student academic and personal objectives in order to become responsible and successful adults.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Provide assistance with classroom management.
* Provide and promote a welcoming atmosphere of respect for students and adults.
* Attend and participate in student conferences as requested.
* Provide assistance to students with note taking, assignment completion, test taking, study skills.
* Assist with adapting, preparing and copying of materials for specific instructional programs.
* Establish and maintain rapport with students.
* Assist with procedural classroom tasks as needed: monitoring of assignment sheets, attendance, phone calls, office errands, monitoring of calculators, classroom supplies, monitoring proper computer usage.
* Reinforce lessons with individual students or small groups.
* Perform informal and functional assessment activities, scores objective tests, behavioral tracking.
* Escort students to various locations in the school.
* Provide student assistance during evacuation drills (fire, tornado, crisis, etc.).
* Coordinate weekly behavioral program rewards.
* Assist with maintaining safety of classroom environment.
* Assist educators in implementing classroom/computer lab goals and objectives, classroom procedures.
* Collaborate with educators for student evaluations.
* Monitor students’ homework completion and verify make-up tests.
* Observe and monitor students’ behavior then report and advise instructors on the issues at hand.
* For Spanish-speaking staff, interpret for alternative education staff during the school day including student reviews, phone calls, etc.; interpret for fall and spring parent conferences.
* Keep room organized and properly maintained.
* Provide clerical assistance to classroom teacher as necessary.
* Orient new students to procedures and practices in classroom.

**Supervisory Responsibilities**: None

**Education, Certification, and Experience**:

* ISBE teaching certificate or paraprofessional letter of approval
* Possess adequate content knowledge to assist high school level students with their coursework.
* Possesses adequate knowledge of computers and computer applications (utilize current technologies)
* Organizational skills, trained in tutoring, CRISS.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to communicate effectively and accurately, both orally and in writing, in Spanish, preferred
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner to work successfully in a team environment.

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | O | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | O | Push/Pull under 10 lbs. | O | See | F | Twist | O |
| Crawl | S | Lift/Carry 10-25 lbs. | O | Push/Pull 10-25 lbs. | O | Squat | O | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | O |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 191 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_X\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_\_\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Director of Support Services

**Classification**: \_\_\_ Administrative

\_\_\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_X\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_X\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_\_\_ Exempt from overtime under the Fair Labor Standards Act