

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Alternative Education Room Supervisor

Department: Licensed Staff

Reports to: Principal

FLSA Class: Exempt

Effective Date: 09/01/2023

SUMMARY

Oversees the alternative program and provides instruction for students assigned to in-school suspension. Performs a wide variety of tasks with supervision, presenting and reinforcing learning concepts, and tutoring children in a one-on-one setting.

DUTIES

1. Assists with hallway monitoring in the morning when students arrive.
2. Utilizes handheld security wand on students as they enter the classroom and take cell phones to be returned at the conclusion of the day.
3. Supervises students placed in In School Suspension and monitors them to make sure they are following school rules.
4. Supervises after-school detention and lunch detention.
5. Supervises students in classrooms, halls, cafeterias, schoolyards, and gymnasiums, or on field trips.
6. Keep track of students missing detentions.
7. Keeps track of attendance and work progress and reports this to administration.
8. Contacts teachers for class work needing to be completed, keeping them informed of student progress.
9. Assist in obtaining make-up work for students who have been absent.
10. Distributes tests and homework assignments and collects them when they are completed.
11. Assists students needing help to obtain books, assignments, etc.
12. Motivates each student to complete assigned work and make better choices.
13. Encourages students to set and maintain standards of classroom behavior.
14. Assists students with academic development by tutoring a variety of subjects and providing help with assignments.
15. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
16. Teaches socially acceptable behaviors by employing techniques such as behavior modification and positive reinforcement.
17. Enforces administration policies and rules governing students.
18. Completes required records in a timely manner and enter required discipline data into SIS system as occurrences happen.
19. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Assists the administration in implementing all policies and rules.

21. Gives help and is available to answer education-related questions to students and parents during the school day.
22. Meets with Attendance Secretary, Dean of Students, and Principal to discuss student behavior.
23. Participates in in-service training programs as required.
24. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of all staff.
25. Perform all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

QUALIFICATIONS

1. Must have a valid IL Paraprofessional License or Substitute Teaching License as required by the State.
2. Must be at least 20 years of age.
3. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
5. Ability to understand and follow basic oral and written instructions.
6. Ability to communicate with students, parents and staff in an acceptable/courteous manner.
7. Must be able to lift and carry up to 50 lbs.
8. Requires employee to have the ability to push/pull up to 10 lbs.

SCHEDULING

The work hours for this position are from 8:00 a.m. to 4:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested.