

Paris Cooperative High School

JOB DESCRIPTION

Position Title: APEX Supervisor
Department: Educational Support Staff
Reports to: Principal
FLSA Class: Non-Exempt
Effective Date: 09/01/2023

SUMMARY

This position oversees and provides instruction to students taking online classes for the independent study alternative program.

DUTIES

1. Supervises study hall or learning resource room as assigned.
2. Sets up classes and enrolls students in APEX classes as they enter the program.
3. Coordinates with student services to assign students to the correct classes.
4. Sets goals individually with each student and motivate the student to stay on schedule for graduation.
5. Supervises students placed in the APEX room and monitors them to make sure they are following school rules.
6. Grades all written papers/tests.
7. Monitors computer tests and quizzes.
8. Assists students with academic development by providing help with assignments.
9. Keeps track of attendance and work progress and reports this to administration.
10. Keeps teachers informed of progress for students with IEP's.
11. Submits finished class grades to student services.
12. Enforces school policies and rules governing students.
13. Completes required records in a timely fashion.
14. Teaches socially acceptable behaviors by employing techniques such as behavior modification and positive reinforcement.
15. Participates in in-service training programs as required.
16. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of all staff.
17. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
18. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Assists the administration in implementing all policies and rules.
20. Supervises students in classrooms, halls, cafeterias, schoolyards, and gymnasiums, or on field trips as assigned.
21. Meets with Attendance Secretary, Dean of Students, and Principal to discuss student behavior.
22. 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 Licensee 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.