

POSITION DESCRIPTION

TITLE:	Alternative Learning Attendance Center (ALAC) Aide	SUPERVISOR:	Building Principal
DEPARTMENT:	Secondary School	CLASSIFICATION:	Support Staff

I. Accountability Objectives:

Maintain an improved learning environment at the school.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Scale

Length of Contract: 180 Days

III. Position Relationships:

Reports to: Building Principal

Coordinates with: Building principal; building staff; students

Type of Coordination: As directed by administrator or others with coordination responsibilities.

IV. Position Qualifications:

A. Required Experience and training:

Related work experience and/or educational background with middle level students in terms of supervision and progressive discipline and behavior modification programs; and demonstrated positive, effective, and assertive interpersonal and communication skills with middle level students, staff, and parents. Related work experience and/or educational background in computer literacy for the management information system program of the Step/ALAC discipline system.

V. Position Responsibilities:

A. Provide supervision and coordination of the in-school suspension and referral process to include:

1. Supervise students on in-school suspension.
2. Make discipline referrals on students in the Alternative Learning Attendance Center (ALAC) and in-school suspension. (Assign additional in-school suspension.)
3. Document behavior and comments throughout.
4. Participate in appropriate intervention meetings or expulsion meetings.
5. Enforce established ALAC and in-school suspension rules.
6. Handle student discipline referrals through step 4 of ALAC system.
7. Handle discipline referrals assigned by administration.

B. Maintain records of disciplinary actions on the computer to include:

1. Input daily discipline data on computer.
2. Maintain ALAC log book.
3. Maintain updated student discipline files.
4. Make and document parental contacts.

C. Implement and administer behavioral modification procedures and techniques as necessary to include:

1. Assist in preparing documentation materials for suspensions and/or expulsion hearings.
 2. Supervise students sent from classes to the ALAC.
 3. Provide guidance and assistance to students in completing Work-It-Out forms and classroom assignments.
 4. Report discipline data to administration.
 5. Issue passes to students in ALAC sent late to classes.
 6. Provide interventions for disciplinary referrals.
- D. Perform other job related duties as directed.