**Special Assignment Aide for Elementary DAEP**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Assistant Superintendent for Alternative Education

**Dept/Campus:** Elementary DAEP **Paygrade:** PP-2

**Wage/Hour Status:** Nonexempt **Date Revised:** December 2011

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Supervise students assigned to Elementary DAEP, manage classroom activities and perform administrative duties required to improve student behavior.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Ability to work well with troubled children

Knowledge of positive discipline management

Patient and calm demeanor with students and others

**Experience:**

Some experience working with children in an instructional setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Provide an atmosphere to improve behavior and create a positive attitude toward learning.

2. Assist students with behavior and assigned responsibilities according to their individualized needs.

3. Keep accurate records concerning the enrollment and release of students to their classes.

4. Manage the behavior of students and provide crisis intervention, including restraining disruptive or dangerous physical behavior as needed.

5. Assume responsibility for learning and adapting to each student’s special medical, physical, communicative, and emotional needs.

6. Work with individual students or small groups to develop study skills.

7. Collect and review assignments on a continuous basis throughout the school day.

8. Counsel with students concerning behavior and progress with assignments.

9. Work with teachers to ensure assignments are available and procedures are in place for returning assignments for credit.

10. Maintain accurate records on student conduct and assignments for credit.

11. Monitor behavior management plans of students in EDAEP.

12. Maintain accurate attendance records.

13. Keep an accounting system for all textbooks used by students and teachers.

14. Provide reports to the administration on a timely basis.

15. Participate in appropriate staff development training programs as assigned.

16. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.

**EQUIPMENT USED:**

Computer, printer, copier, audiovisual equipment and other modern office equipment

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain

clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, kneeling, pushing, and pulling; ability to lift and carry 50lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date