

Inter-Lakes School District Position Description

Position Title: **Program Assistant**

Reports To: **Building Principal and Assistant Principal**

GENERAL SUMMARY:

Working under the general direction of the building administrators, the Program Assistant will assume supervisory responsibilities for the daily operation of the Student Support Services Program as the liaison with parents, staff, outside agencies, and the public.

ESSENTIAL JOB FUNCTIONS*:

- Be a first contact to people seeking information and or needing concerns addressed by the school. This mostly consists of receiving telephone calls and taking appropriate action to satisfy the callers' needs.
- Perform a variety of secretarial tasks necessary to efficient operation of the school. This includes maintaining school attendance. Communication of key information regarding scheduling, athletics, special events, etc. to staff, students, and parents. Documenting disciplinary information.
- Act as a first contact for discipline referrals
 - Deescalate if necessary and supervise referred students.
 - Conduct any needed investigation of concerns related to referral.
 - Assist students in processing behavioral issues.
 - Create a plan for reentry and assign minor consequences as needed. Refer the need for major consequences to administration.
 - Assist students with academic work that they have been assigned while in Student Support Services.
 - Maintain documentation of student referrals.
 - Communicates with parents as needed regarding disciplinary matters.
- Participate in proactive strategy planning and implementation for behavioral management of individual students as well as the entire student body.
- Manage details necessary to insure substitutes are in place for all absent personnel as well as insuring all duties are covered to provide for student safety and supervision.
- Address student concerns based on their requests for assistance.
 - Process concerns brought by students with them. Create a plan of action with students to address concerns.
 - Refer students to internal resources to provide them with assistance.
 - Refer students and parents to external resources to provide them with assistants
- Network with outside agencies such as DCYF, the courts, Genesis, etc. to provide them with requested information under the direction of administration.
- Demonstrate independence and show initiative.
- Participate with administration and other key personnel in crisis planning and intervention.
- Act as a resource for teachers in a problem solving model.
- Maintains a good record of attendance and punctuality.
- Maintains strict confidentiality of the work place.
- Understands and complies with all school policies and procedures.
- Demonstrates positive and respectful interactions with students.
- Maintains appropriate control when dealing with students.
- Other duties as assigned.

EDUCATION/EXPERIENCE:

Bachelor's degree preferred in job related area.

Job related experience within specialized field is not required but is greatly preferred.

Demonstrated ability to work with children in a variety of settings.

WORKING CONDITIONS:

Daily walking, sitting, standing and bending primarily in the Student Support Services room.

Ability to maintain emotional calm when dealing with difficult situations.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.