



JOB DESCRIPTION

Job Title	Alternative Education Assistant
Department	McKinley Secondary School
Reports To	Building Principal
Classification	Hourly Classified
Location	McKinley Secondary School and/or Juvenile Detention Center
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Alternative Education Assistant supports teachers and students by providing instructional assistance, behavioral support, supervision, and individualized student support in an alternative education setting. This position helps students remain engaged, make academic progress, develop positive school behaviors, and work toward their educational goals.

Essential Job Functions

- Provides instructional support, interventions, accommodations, and individualized assistance as directed by teachers to help students make academic progress and meet educational, behavioral, social-emotional, and life-skill goals.
- Supports student engagement and classroom participation in alternative education settings by assisting individuals, small groups, and larger groups across varied subjects, activities, and student needs.
- Implements behavior support plans, preventative strategies, de-escalation techniques, and follow-up interventions to support students experiencing behavioral challenges, non-compliance, or crisis situations.
- Assists students in developing positive school behaviors, self-regulation skills, problem-solving skills, and readiness to return to or remain engaged in the academic setting.
- Supervises students during classroom activities, transitions, meals, bus arrival and dismissal, assemblies, evacuations, and other structured or unstructured times as assigned.
- Assists students with assignment completion, test preparation, skill development, and use of classroom materials, adaptive supports, or other learning tools as directed.
- Provides basic personal care, first aid, medication administration, and health-related support as trained, assigned, and directed.
- Documents student behavior incidents, injuries, interventions, observations, and other relevant information in accordance with building procedures and staff direction.
- Communicates professionally with staff, students, and families regarding student needs, progress, concerns, and supports as directed.

- Assists with attendance, reception, clerical duties, student support, and other program operations as needed to support the alternative education environment.

Ancillary Job Functions

- Assists with school events, student activities, and program needs that support the alternative education environment, which may require flexible hours.
- Prepares instructional, behavioral, and program materials, including copying, laminating, organizing, and distributing materials as needed.
- Participates in staff meetings, trainings, professional development, student support meetings, and family conferences as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma, GED, or willingness to obtain equivalent as soon as practical after hire.
- Possession of or eligibility for Wisconsin Department of Public Instruction Certificate as a Special Education Aide.
- Must meet Every Student Succeeds Act standards for certification (federal or district).
- Mandt certified or must obtain certification as soon as practical after hire

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or 48 post-secondary credits.
- Experience working with groups of students and using effective behavior support strategies.
- Experience and/or training with First Aid and CPR.
- Some experience working with special needs children.
- Experience and/or training with students with alternative education needs.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to build positive, respectful relationships with students who may have diverse academic, behavioral, social-emotional, and/or special education needs.
- Ability to provide behavior support, crisis intervention, and de-escalation while maintaining a calm, professional demeanor.
- Ability to use sound judgment and knowledge of student needs, behavior patterns, and district procedures to support safe and appropriate decision-making.
- Knowledge of instructional support strategies and the ability to assist with grade-level curriculum, differentiated instruction, and academic interventions.
- Ability to be flexible, adapt to changing situations, and respond effectively to individual student and program needs.
- Ability to communicate effectively and professionally with students, staff, families, and community partners as appropriate.

- Ability to work collaboratively as part of a school-based team to support student learning, behavior, safety, and engagement.
- Ability to organize materials, manage time effectively, and use classroom and office equipment to support program operations.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in alternative education, classroom, office, school, and/or secure facility settings with moderate to elevated noise levels.
- May be required to follow secure facility procedures, safety protocols, and access restrictions when working in or entering secure areas.
- May be exposed to student crisis situations, physical aggression, or other safety concerns that require de-escalation and appropriate staff response.
- May be exposed to potentially hazardous bodily fluids when assisting students with physical, personal care, or health-related needs.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- May be required to perform a range of physical movements, including standing, walking, running, reaching, climbing, stooping, kneeling, crouching, pushing, pulling, grasping, lifting, and carrying while supporting students and maintaining safety.
- Frequently required to communicate verbally and listen effectively to students, staff, families, and others.
- Must have sufficient manual dexterity to handle instructional materials, operate classroom or office equipment, and assist with student or program needs.
- May be required to lift, carry, or assist with materials or equipment up to 50 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout employment in the District.