

POSITION DESCRIPTION
BEDFORD CITY SCHOOL DISTRICT

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Position Title: **ALTERNATIVE TO SUSPENSION (ATS) MONITOR**

Immediate Supervisor: Principal

Positions Supervised: None

Contract Workdays: Per Board agreement

Evaluation Group: Classified Personnel

Job responsibilities:

The Alternative to Suspension Monitor works with students assigned to the ATS program, utilizing intervention techniques to positively impact student behavior. The ATS Monitor maintains detailed records related to the students as directed by the Principal.

Qualifications:

- Must meet one of the following requirements to be considered highly qualified:
 - Completed at least 2 years of study at an institution of higher education, which is defined as 48 semester or 72 quarter hours
 - Obtained an Associates (or higher) Degree
 - Successfully passed a formal State or local academic assessment, specifically, the Para pro Assessment or the Para Educator network
- Valid Ohio Educational Aide Permit
- High ethical standards
- Prior experience working with students in an ATSP classroom preferred
- A minimum of two years successful experience working with children and adolescents
- Positive attitude and enthusiastic experience working with various ages of students in the ATSP
- Self-motivated and ability to work with minimum supervision
- Good oral and written communication skills
- Desire to serve the school and community
- Familiarity with computers to create documents, with using district e-mail, and completing forms

An employee who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position. An employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district. An employee shall serve as a role model to students and shall instill in students the belief in and practice of ethical principles and democratic values.

Date Submitted: June 2018

Bargaining Unit ☒ Non-Bargaining Unit ☐

Overtime: Non-Exempt ☒
 Exempt ☐: Admin. ☐ Prof. ☐ Exec. ☐

BEDFORD CITY SCHOOL DISTRICT

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Board of Education policies and procedures, applicable sections • Administrative procedures, applicable sections • Student Code of Conduct 	<ul style="list-style-type: none"> • Communicate effectively in written and oral form • Interact and respond appropriately to students, staff and parents

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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95% description

- **Monitors the students assigned to the ATS program**
 - Adapts to the individual social emotional and academic needs of the students
 - Respects and disciplines students through preventative, proactive, dignified classroom management techniques that reflect structure, equity, and consistency
- Coordinates class work and homework assignments for students
 - Keeps files of completed student assignments
 - Keeps accurate records and documents
 - Returns assignments to classroom teacher(s)
 - Assists students in returning to their regular instructional program
 - Discusses behavior modifications that would alter the students behaviors in a positive manner (PBIS)
 - Uses effective classroom management techniques
 - Will assist students with assigned class work
 - Reports students attendance to the appropriate secretary
 - Maintains students daily attendance and behavior logs of students assigned to in-school suspension
 - Participates in the Positive Behavior Intervention Systems professional development for the Para ATS
 - Receives and maintains CPI training/certification for non-violent crisis intervention.
 - Performs work as required or assigned by the building principal or a designee as related to the Alternative to Suspension program and Removal for Educational Intervention
- Becomes familiar with District initiatives including but not limited to The Districts Strategic Plan, the BHS Academic Achievement Plans, the Positive Behavior Intervention System rubric (PBIS), etc.