COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM

TITLE: **PARAPROFESSIONAL III, ALC SUPERVISOR - MS**

QUALIFICATIONS:

High School Diploma plus the aptitude for working with children.
Personal characteristics necessary for working with students, teachers, staff members and parents.
Possess organizational, clerical, and computer usage skills adequate for assigned position.

REPORTS TO: Principal/Assistant Principal

SUPERVISES: N/A

JOB GOAL: To maintain an atmosphere conducive to learning for students who have been assigned to an alternative learning setting, allowing students to keep up with class assignments by providing them with class work, encouragement, and helping students one-on-one when needed.

PERFORMANCE RESPONSIBILITIES:

1. Circulate the room to monitor student activity, check progress, and assist students as-needed. Ensure students are working on assignments at all times, and provide an environment that is calm and conducive to learning.
2. Type and edit letters to parents of students who have been placed in the Alternative Learning Center or suspended.
3. Create folders on the computer to house student letters, keeping them organized and accessible for administration.
4. Maintain student discipline records for students with an ALC and/or OSS placement.
5. Create and organize hard copy files on each student.
6. Prepare ALC/OSS reports as needed for administration.
7. Communicate with teachers, keep up with student assignments and progress for all class periods, and ensure students are completing those daily assignments
8. Providing timely feedback to teachers when students fall behind on assigned work.
9. Other duties deemed necessary by the principal.

PHYSICAL REQUIREMENTS: General health adequate to complete tasks, limited lifting, operation of computer or other office equipment

TERMS OF EMPLOYMENT: 10-month contract, Paraprofessional III Salary Scale as approved by the School Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Personnel.

Date Reviewed: January 2025