

ALC ATTENDANT

DEFINITION:

Under general supervision of a site administrator, provides adult supervision of students assigned to detention and/or in-house suspension at a middle school Alternative Learning Center (ALC). Maintains related student disciplinary records and provides assistance in the school office as necessary or required.

CLASS CHARACTERISTICS:

Positions in this class are established to provide adult supervision to students suspended from a class or from school as an alternative to suspending students from school. These positions are intended to oversee that the student is working on specifically assigned materials, but may provide instructional assistance to assigned students.

EXAMPLES OF DUTIES:

Maintain a structured, quiet, orderly, organized study area for students who have been referred to detention or in-house suspension as a result of disciplinary action; *E*

Receive assigned students, orient students to the rules of study area behavior and provide adult supervision for assigned students; *E*

Maintain accurate records of students assigned and prepare reports as requested; *E*

Enforce all school rules and regulations over assigned students in a fair, firm and equitable manner; *E*

Make attendance verification phone calls as authorized and/or directed; *E*

May schedule students for after school detention and/or Saturday school, based on established guidelines and procedure;

May accompany students to library, restrooms and lunch areas as directed;

May obtain and provide study materials for each student as directed;

May provide instructional assistance to assigned students;

May provide various types of basic school office clerical assistance as requested and authorized.

SUPERVISION:

General supervision is received from an Assistant Principal/site administrator.

Supervision is not exercised over other employees. Incumbents are expected to exercise appropriate adult supervision over assigned students.

MINIMUM QUALIFICATIONS:

Knowledge of:

Supervision techniques for students with discipline problems;

Modern office methods, procedures, terms, and equipment;

Appropriate English usage, spelling, grammar and punctuation;

Business office telephone techniques and etiquette;

Simple record keeping and filing procedures;

Basic mathematics.

E denotes an essential function of the job.

Ability to:

Take responsibility for supervising students with discipline problems;
Utilize sound judgment in performing tasks and fulfilling responsibilities;
Maintain a quiet, orderly, organized study area;
Read, understand and apply District and School rules, policies and procedures;
Establish and maintain accurate records;
Operate various office equipment, including typewriter and personal computer (PC);
Sort, file, locate materials;
Establish and maintain effective working relationships;
Understand and carry out oral and written instructions;
Perform simple mathematical computations.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. Some experience in the supervision of students or children, particularly those with discipline problems, is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks and sits; occasionally stoops, bends, kneels and reaches over head; repetitively uses fingers on both hands simultaneously; frequently lifts, carries and/or pushes between 5-25 pounds; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in a typical office/classroom environment; may use a computer; works inside exclusively; has direct contact with students and other district staff and may be exposed to minor contagious illnesses.

Classification adopted 4/18/02

Reviewed with no revisions 10/12/06