



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



ALTERNATIVE LEARNING CENTER ATTENDANT

JOB SUMMARY:

Under supervision of a site administrator or designee, 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 support to students in completing assignments. The incumbent of this position can provide assistance to the office as required.

REPRESENTATIVE DUTIES (*E* denotes an essential function of the job):

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*

Utilize the student database to maintain accurate records of student attendance and enter tardiness, detentions, disciplinary actions, and related records 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 to parents/guardians to verify absences and tardies as authorized and/or directed; *E*

Assist in new incoming student intake and proctor placement or other state assessments as needed;

Provide student supervision during nutrition and lunch breaks;

May assist administration in carrying out disciplinary consequences based on established guidelines and procedures such as tracking and proper referral procedure for students with disciplinary concerns and coordinating during-school and after-school detention;

Monitor student conduct and confer with site administrator and/or certificated staff regarding student behavior;

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

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

May provide support to students in completing assignments;

May provide various types of basic school office clerical assistance and student supervision as requested and authorized;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from site administrator or designee.

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;
- Basic student guidance and behavior management techniques;
- School rules, procedures, practices, and regulations;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette;
- Basic record keeping and filing procedures;
- Written and oral communication principles and practices;

Ability to:

- Take responsibility for supervising students with discipline problems;
- Monitor the behavior of students in an alternative learning environment;
- Keep students on task and provide routine assistance with homework and school assignments as needed;
- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Exercise patience and remain calm when working with students; 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 data and word processing equipment and software programs;
- Work independently, understand and carry out instructions;
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- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Some paid or unpaid experience in the supervision of students or children, particularly those with discipline problems, is desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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 primarily inside, occasionally outside exposed to sunlight, wind and weather elements found in a Southern California beach community;; has direct contact with students and other district staff and may be exposed to minor contagious illnesses. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

Classification adopted 4/18/02

Reviewed with no revisions 10/12/06

Revisions Effective 1/17/2013

Job Description Review and Revisions Effective: 7/9/15