

ALTERNATIVE EDUCATION ASSISTANT

Code No. 3-19-011
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting with the functioning of an alternative education program that is designed to meet the needs of students who require individualized educational services while they are attending public school. The program is designed to develop alternative educational solutions for students who may not succeed in a traditional school setting but will eventually be mainstreamed prior to graduation from high school. Individual services such as tutoring and/or alternate classrooms may become part of a student's individualized education plan. The position is designed to create a support and advocacy system as they navigate through multiple transitions. This position assists students to identify needs and obtain available and appropriate services. The duties also involve assisting with intake services, acting as a liaison, and providing clerical support. The employee reports directly to and works under the general supervision of a senior-level staff person. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with the intake process for students entering the Alternative Education Program by assisting the program coordinator in meeting with students and parents to provide an overview of the program and its goals, discuss coursework, and outline the expectations of the students;

Acts as a liaison between principals, assistant principals, the Registrar's Office, and other school staff members regarding individual tutoring and other support service needs of students, and performance data;

Provides updates to building administration (principals and assistant principals) as well as school counselors and pupil services (special education) regarding student progress;

Identifies and coordinates testing needs of students by surveying tutors to determine which final assessment tool is appropriate (example: regents exam) and coordinates scheduling of these assessment tools;

Maintains a tutoring database that includes teacher certification, contact and assignment information;

Monitors textbook, curriculum materials, and supplies in order to assure tutoring materials are available on a consistent basis;

Coordinates tutor assignments and scheduling;

Coordinates transportation needs of students.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of policies, procedures, and regulations surrounding alternate education programs; good knowledge of alternate education programs available in employing school district; working knowledge of the personnel organization in the District's schools; ability to create an outline and communicate to students and parents program goals and

expectations of student; ability to keep track of and maintain records of student progress in alternative education program and provide staff with pertinent information in an organized manner; ability to operate a computer and develop and maintain databases; ability to accurately enter data; ability to coordinate tutorial assignment and transportation scheduling; ability to understand student behavior; ability to work with students with emotional needs; ability to communicate effectively, both orally and in writing; ability to develop and maintain effective working relationships and work as a team member; ability to establish and maintain positive relationships with students and parents; organizational ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years of paid full-time or its part-time equivalent experience in needs assessment of youth*, or development, coordination and/or implementation of instructional and/or training programs for youth, or tutoring, or teaching, or responsible public contact work** with youth; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Youth in this instance is anyone aged twelve (12) – twenty-one (21) years.

**Responsible public contact work, in this instance, is defined as substantial face-to-face or telephone communication involving persuasion, teaching, negotiation, counseling, explaining, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with, or responding to, the youth.

SPECIAL REQUIREMENTS: Depending upon assignment, candidates must possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate the ability to meet the transportation needs of the assignment.

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 8, 2007