

Job Description
La Porte Community School Corporation

JOB TITLE: Project Extended Day and In School Suspension Monitor

SUMMARY: Assist the school administration, within the scope of assigned authority, in implementing the established rules and procedures designated for that office and perform the related secretarial/clerical duties to ensure an orderly and routine service for students and all other client groups seeking information or assistance.

QUALIFICATIONS: High School Diploma, keyboarding skills, computer usage.

IMMEDIATE SUPERVISOR: High School Assistant Principal.

ESSENTIAL FUNCTIONS: Include the following. Other duties may be assigned.

GENERAL FUNCTIONS:

- Implement the established rules and procedures for that office.
- Perform all normal secretarial/clerical duties.
- Compose routine office correspondence, reports, and announcements.
- File correspondence and documents accurately.
- Welcome visitors and provide assistance to students, patrons, and staff members through personal contacts, telephone, or by e-mail.
- Ensure that confidential student or staff records are protected from unauthorized persons.
- Order, distribute, and inventory books and supplies appropriate for the school/office.
- Maintain a record-keeping system for student discipline.

SPECIFIC FUNCTIONS FOR “PROJECT EXTENDED DAY”:

- **Progress Notes:**
 - Send out every two weeks
 - Maintain and record results daily
 - Maintain and record study times
 - Keep parents updated on student status
- **Conferences:**
 - Monitor and record as student approaches level
 - Notify director as indicated
 - Schedule/coordinate dates with parents
 - Compile conference summary report
 - Attend conference and record information
- **E/A’s:**
 - Compile and maintain record every two weeks
 - Maintain ‘green sheets’
 - Ensure that attendance office receives time served notice to ensure student receives credit
- **Court Papers:**
 - Prepare and maintain as indicated
 - Fax the judge ‘family information’ sheet on the day court date is issued
 - Initiate chart and hanging folder
 - Carry out “Intake” Procedures with Parent and Student on initial day

- **Monitor Sheets:**
 - Maintain, 'grade' and record daily
 - Tally and record 'strikes'
 - Tally and record extra days earned
 - Record pertinent daily information on 'next day's sheet', accordingly
 - Notify probation and fax accordingly

- **A.M. Sessions:**
 - Maintain and coordinate workout
 - Pass out daily monitor sheets
 - Send students to success period according to what is written on the monitor sheet
 - Prepare next day's monitor sheets

- **P.M. Sessions:**
 - Coordinate and maintain homework sessions
 - Assist students when needed and record what student accomplished
 - Research and compile group topics
 - Maintain, run, and record nightly group sessions

- **No Smoking Sessions:**
 - Compile and maintain upcoming group lists
 - Notify instructors
 - Record attendance and completion dates

- **Stats:**
 - Collect necessary data
 - "Enroll" students into stat sheet
 - Provide director with monthly discipline record

- **Newsletter:**
 - Compile and send out quarterly

SPECIFIC FUNCTIONS FOR "IN SCHOOL SUSPENSION":

- **Documentation:**
 - Log Students
 - Compile and maintain records
 - Ensure entry into stats

- **Stats:** Enter student data into 6 areas: Enrollment sheets, Baseline data sheets, Outcome data by semester, Review sheet (# of days per month), Project Ed Daily log, ISS daily log

- **Newsletter:**
 - Compile and send out quarterly

- **Miscellaneous duties:**
- 1. Copy daily ISS log with copies to:
 - a. Student Services
 - b. Attendance Office
 - c. Project Ed
- 2. Provide Director daily with:
 - a. Friday/Saturday school names
 - b. “No Show” student list
 - c. Student at 9th ISS
- 3. Restructure and create forms and program components as needed

SPECIAL FUNCTIONS FOR “PROJECT EXTENDED DAY”:

- **The following items sent to the ESC by the 5th of each month:**
 - a. **Progress Notes:** initial set up in computer and maintain print outs
 - b. **Homework Session:** assist students, research study materials, record assignments
 - c. **General Assistance:** as needed; answer ISS e-mails, file when needed, help maintain records

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with LPHS policies and applicable laws.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** High School Diploma, key-boarding skills, basic use of computers.
- **LANGUAGE SKILLS:** Good command of the English language, grammar, punctuation, spelling, and filing. Able to speak effectively when communicating with teachers, parents, children, and the general public
- **MATHEMATICAL SKILL:** Simple accounting.
- **REASONING ABILITY:** Ability to solve practical problems. Ability to establish priorities to provide for completion of tasks to meet deadlines. Ability to maintain confidentiality and demonstrate perceptiveness as to what is confidential.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee must have good knowledge of correct office procedures and office equipment.
- The employee must have the ability to maintain the work – flow in a manner that will indicate good time management techniques, **in spite of continuous interruptions.**
- The employee must have the ability and desire to show respect for office materials and equipment through care in use and replacement when task completed.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee must have the ability to work harmoniously and cooperatively with all staff, students, parents, and patrons.
- The employee must show loyalty to all staff, procedures, and policies, and the ability to maintain professionalism at all times.
- The employee must show willingness to participate actively in self-improvement opportunities that will ultimately reflect attitudes of abilities that will be beneficial to the position.

TERMS OF EMPLOYMENT: 180 day work calendar. The hourly rate will be determined.