

Alternative Work Center Aide

35 Hours/Week, School Calendar

Compensation: \$9.50/Hour, plus **single health insurance**

Bonner School is seeking a full time educational aide to oversee our Alternative Work Center (AWC). Students use the AWC classroom for individual work-time as a support for behavioral and academic growth.

Please Submit:

Cover Letter, Resume, and [District Classified Application](#)

By emailed PDF or Mail

To:

Jim Howard, Superintendent

PO Box 1004

Bonner, MT 59823

jhoward@bonner.k12.mt.us

(406) 258-6151

Deadline: Open Until Filled

Bonner School District is an EEO Employer

Posted 1/9/2018

**BONNER ELEMENTARY SCHOOL
P.O. BOX 1004
BONNER, MT 59823-1004
(406)258-6151**

TITLE: Alternative Work Center (AWC) Aide
(approved 2/9/94)

QUALIFICATIONS:

1. Able to read and write standard English language.
2. Ability to act as tutor for students in all academic areas.
3. Able to communicate effectively with children and adults.
4. Ability to work effectively with adults and children.

REPORTS TO:

Principal or other person designated by the Superintendent.

JOB GOAL:

To assist students assigned to the AWC for academic or behavioral reasons to achieve success in the total school program; supervises students in AWC to maintain a safe, effective and appropriate working environment.

NOTE: If individual performs duty as playground/recess aide, performance responsibilities of that position become a part of this job description.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students, small or large groups of students to reinforce learning of instructional objectives presented by the teacher.
2. Collects workbooks, worksheets, and other instructional assignments, as necessary to be returned to the student's assigned teacher.
3. Maintains records of students discipline schoolwide based upon information provided by the certified staff, (teachers, principal, librarian, counselor).
4. Copies and duplicates instructional and administrative materials, as assigned.
5. Assists with the supervision of students during emergency drills or movement to and from the AWC.
6. May be assigned recess playground and lunchroom supervisory duties.
7. Operates equipment used in copying/duplicating as directed.
8. Develops bulletin boards and learning displays in the AWC to encourage positive student behavior.
9. When time and other responsibilities permit, corrects papers, supervises student testing/make-up work, filling out library overdue notices, or performs other tasks as requested by teachers or other staff.

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JOB DESCRIPTION: AWC Aide (cont.)

10. Straightens and assists with clean up of AWC, as needed.
11. Alerts teacher(s) and principal to any problem or special information about an individual student.
12. Participates in inservice training and conferences with parents, as assigned.
13. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
14. Performs other duties as may be assigned by a teacher, the principal, or the Superintendent.

TERMS OF EMPLOYMENT:

1. Salary as established by the Board.
2. Work day and year as established by the Board.

EVALUATION: In accordance with Board Policy.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND
AGREED TO BY: _____ **DATE:** _____
(Incumbent)