

Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION

Position Title: Assistant Director of Regional Alternative Education Services

Department: Regional Alternative Education Services

Reports to: RAES Director

FLSA Class: Exempt

Revised Date: 05/04/2021

SUMMARY

This position is responsible for assisting students in the Regional Alternative Education Services program to set and reach their goals in their student education plan or IOEP.

DUTIES

1. Greet students every day.
2. Monitor Students upon arrival and departure.
3. Serve in the capacity as Director of the building in the absence of the Director.
4. Assist Director in the evaluation of staff.
5. Facilitate the student intake process to include: conducting intake meetings, establishing academic, social, and behavioral goals with the student and their home school.
6. Meet with all students individually to monitor social, behavioral, and academic progress according to the student's IOEP/ alternative education plan.
7. Coordinate with the transitions specialist when appropriate to develop a post graduation plan.
8. Maintain regular communication with parent(s)/guardian(s) to provide updates on student progress.
9. Work closely with and maintain regular communication with RAES Director and staff.
10. Support staff by conducting end of day briefings to review daily successes and opportunities for improvement.
11. Support the educational environment by assisting with the coverage of RAES classrooms as needed.
12. Support RAES Director by providing oversight of staff adherence to RAES Instruction and Procedure Manual.
13. Prepare regular reports for schools on student discipline, progress, and attendance.
14. Connect students to needed community agencies and programs.
15. Coordinate community based student involvement programs.
16. Mediate discipline issues: talk with parents and schools about student behavior, talk with individuals or groups of students involved in incidents, conduct searches as needed and determine appropriate consequences for behavior, with communication with RAES Director.
17. Assist RAES Director with data collection, data analysis, grant writing, and reporting.
18. Maintain student transcripts and update on a quarterly basis, submit to RAES Administrative Assistant upon program completion, graduation, or return to home school district.
19. Maintain course completion data and update on a quarterly basis.
20. Establish and maintain contact with home school counselors, social workers, and outreach workers.
21. Keep the school environment clean and tidy at all times.

22. Obtain Illinois Substitute teacher certification through the ROE
23. May be required to perform other tasks as assigned by the Regional Superintendent or RAES Director.

QUALIFICATIONS

1. Bachelor's degree or higher – in the social service field preferred.
2. Experience working with at risk youth.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Knowledge of Google Docs, Sheets, Slides, etc.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce ROE regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The position is scheduled to work 7:30 a.m. – 3:30 p.m. Monday - Friday based on the RAES Calendar + professional development days. The schedule is subject to change with ROE demands.