

<b>Position Title:</b>	Credit Recovery Instructional Assistant		
<b>Location:</b>	Frank L. Madla Early College High School		
<b>Reports to:</b>	Early College High School Principal		
<b>Work Schedule:</b>	10 Month, 187 Days, 8 Hours/Day	<b>Employment Type/FLSA Class:</b>	Full Time/Non-Exempt
<b>Funding Source:</b>	This position is 100% grant funded; employment is contingent upon the availability of funds.		

**PRIMARY PURPOSE:**

To provide credit recovery support to high school students. Serves administrators, staff, and students with credit recovery support services.

**QUALIFICATIONS:**

**Education:**

- High school diploma or GED
- Paraprofessional Certification or Associates Degree

**Special Knowledge/Skills:**

- Knowledge of basic computer operations and skills
- Ability to operate personal computer and educational software
- Ability to work with students and teachers effectively
- Ability to communicate effectively

**Experience:**

- Two years' experience working with high school-aged students

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Works with individual students or small groups to complete instructional exercises assigned through credit recovery to earn high school credit.
- Works with individual students on PSAT and SAT Test preparation.
- Assists with the administration and scoring of credit recovery assessments or work assignments.
- Assists teachers and students with the use of instructional software.
- Compiles, maintains, and files all reports, records, and other documents as required.
- Maintains records of attendance, achievement, and progress for students in credit recovery lab.
- Communicates clearly and accurately with administrators, counselors, special programs, and parents to support the needs of students in credit recovery.
- Manages student behavior in the credit recovery lab.
- Maintains confidentiality.
- Performs other duties as assigned.

**Additional Job-Related Duties:**

- Must be punctual and maintain an excellent attendance record
- Extended hours may be required
- Maintain control in stressful situations
- Some lifting may be required

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.