



Job Description

Position: Support Staff
Reports to: Retention Manager

General Description: Supports teachers in the instruction of students, which includes but is not limited to: reading, writing, science, social studies, mathematics and other designated curriculum; assists in conducting testing and assessment, multi-media activities, record keeping, computer operation, lesson plans, and other activities.

Primary Responsibilities

- Understands, accepts, and abides by the Muskegon Covenant Academy philosophy and mission statement in all his/her school activities
- Administers reading and math tests to identify the level of student achievement
- Works with the teacher to determine the instructional needs of each student
- Provides one-on-one and small group tutoring in reading and math
- Works in collaboration with the teachers to monitor learner progress with available tools and develops an intervention plan for unsuccessful learners
- Collaborate with teachers to develop clear classroom objectives for students
- Promotes high levels of achievement in relation to individual abilities
- Active participant of the instructional team regarding floor management and student issues/support
- Performs general record keeping and clerical functions (e.g. attendance logs, activity reports, lunch computer reports, etc.) for the purpose of supporting the teacher and/or supervisory staff in meeting mandated requirements.
- Provides verbal and/or written feedback of observations for the purpose of informing teacher/s and/or parents of students' progress.
- Responds to inquiries from a variety of sources (e.g. students, teachers, administrators, and/or parents, etc.) for the purpose of solving problems, providing information and/or directing to other sources.
- Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- Tutors students on assigned class work for the purpose of providing ongoing support in the completion of work assignments.
- Designs tutoring schedule for working with students most identified as needing improvement
- Attends in-service professional development, building and district meetings
- Communicates with parents and families as directed by the teacher or administrator
- Develops and maintains a classroom environment that is conducive to effective student learning
- Communicates goals and academic expectations to students
- Promotes positive student/faculty relations
- Maintains confidentiality concerning all student information and any professional matters

- Uses only forms or reporting records approved and /or adopted by the Muskegon Covenant Academy
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology
- Works in a professional and cooperative manner with others to achieve duties and responsibilities
- Follows the dress code as stated in the employee manual
- School activities — the Paraprofessional is required to attend and/ or participate in such other activities as directed by the Principal such as: faculty meetings (before or after school hours), open houses, commencement exercises, Title I Parent Meetings, -- these activities demonstrate valuable support for Muskegon Covenant Academy
- Acts in accordance to the directives and assignments given by the Administrator
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Muskegon Covenant Academy manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Muskegon Covenant Academy serves
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: behavior and crisis management techniques; instruction techniques; high school curriculum
- Ability to reinforce the teacher's effect in the classroom
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Meets No Child Left Behind Highly Qualified requirements
- Experience working with at-risk youth
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

Muskegon Covenant Academy is an equal opportunity employer and will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

Muskegon Covenant Academy is a year-around charter high school offering a high school diploma to students ages 16-22. Please submit resume, cover letter, and a copy of applicable licenses/certifications to the Gretchen LaHaie at glahaie@mcoventacademy.org. Please call 616.528.2383 for general questions or inquiries.