

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
IN-SCHOOL DETENTION AIDE**

QUALIFICATIONS: High School Diploma. Hold or be able to obtain Educational Aide Permit with ESEA Endorsement. Experience working with at-risk youth and knowledge of behavior management strategies. Ability to navigate, or learn to navigate, educational technology software systems.

RESPONSIBLE TO: Assistant Director, High School

GENERAL DUTIES: The monitor will be responsible for keeping with the philosophy and objectives of Pioneer Career and Technology Center and its adopted policies. The monitor will provide on-site supervision of students assigned to the In-School Detention Room; implement and monitor behavioral management plan; and assist students in changing behavior for successful return to their regular instructional program.

SPECIFIC DUTIES:

1. Work with instructors to coordinate class work and homework assignments.
2. Implement accommodations for individual instruction as dictated by the student's Individual Education Plan (IEP).
3. Monitor, organize, and implement instructional activities that promote successful re-entry into the regular classroom setting, enhance behavior change, and help build interpersonal relationships.
4. Have seating charts and daily activities/schedule available for substitute teachers.
5. Submit weekly data reports to administration for the purpose of evaluating effectiveness of ISD room.
6. Monitor student progress using Edgenuity, Google Classroom and traditional assignments and report to the students' academic and career-technical instructors that assignments have been completed at a satisfactory or unsatisfactory level.
7. Have assignments, textbooks, and supplemental materials available for all career/technical programs and academic/elective classes.
8. Maintain accurate student records and data.
9. Create and maintain a classroom environment that promotes self-confidence, self-control, and work ethic for all students.

10. Set and post classroom rules and procedures that are effective and consistent with PCTC policies.
11. Evaluate, record, and regularly report student progress to career/technical and elective/academic instructors, administration, and parents/guardians.
12. Follow PCTC discipline procedures and keep thorough records of each student's disciplinary actions.
13. Develop parent contact to assist with student learning and behavior management and communicate goals and expectations.
14. Record accurately each student's attendance.
15. Recommend teaching materials, aids, tools, equipment and supplies to meet the needs of the program and maintain an accurate inventory.
16. Participate in faculty and departmental meetings, in-service education, parent conferences, and recruitment and orientation of students.
17. Be informed of and abide by adopted Board policies and administrative procedures.
18. Be a professional example for the students.
19. Plan, organize and implement Hazards of Tobacco clinic for students.
20. Perform other duties as assigned by the Superintendent and/or his/her designee.