



*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

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### *Academic Resource Aide-Central Campus*

#### **Job Summary**

To assist in the organization of tasks associated with providing students with academic assistance and post secondary support.

#### **Job Responsibilities:**

- To assist in tasks associated with providing students and parents with college resources and support
- Obtain, organize, and communicate various print and on-line resources for post-high school options for students
- Schedule, coordinate, and communicate college visits to MCHS
- Assist and support student services programs for check-ins and other direct support as needed
- Implement interventions and activities to support students in their academic needs
- Provide guidelines for students in need of additional support
- Serve as a place for students to make-up exams when needed
- Assist teachers and administrators in the development and implementation of school wide support initiatives
- Provides guidance to individual students and small groups
- Provide intervention instruction, monitoring and assessing student progress, and follow up with students after they have exited from intervention services
- Maintain student progress and provide data to administration
- Ability to apply instructional strategies using differentiation
- Provide one on one tutoring to students who may need extra help in their school work
- Provide support and assistance to other office staff as needed to provide continuous customer service for internal and external customers
- Other duties as assigned by the administrative team

#### **Job Skills/Requirements**

- High School diploma
- Holds a teacher aide certificate
- Excellent interpersonal and communication skills
- Strong organization skills
- Team player, flexible
- Under the direction of the Assistant Principal at Central Campus
- Hourly employee; \$18.50 per hour, 7.5 hours per day



# MINOOKA

## COMMUNITY HIGH SCHOOL

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