

CREATIVE CITY PUBLIC CHARTER SCHOOL

Behavior Intervention Administrative Assistant – Position Description

The Behavior Intervention Administrative Assistant is a part-time position at Creative City Public Charter School. This individual supports school administrators in the tasks necessary for equitable and timely investigation of student incidents, identification and implementation of appropriate in-house behavior intervention and support strategies, and response to behavioral concerns and student incidents that have been referred to the main office.

RESPONSIBILITIES:

- Set up and maintain a filing and tracking system (both paper and electronic) for school administrator documentation related to behavior intervention and incident referrals
- Work with School Secretary to track student visits to the office
- Conference with students who have been directed to the office to ascertain nature of their visit and triage next steps to maximize behavior intervention opportunities and minimize loss of instruction time for students
- Take preliminary student statements (including victim, offender, witnesses) when warranted and/or as directed by school administration
- Review office referrals to make sure school administrators are immediately apprised of emergent issues
- Document and track less severe issues to prevent them from falling through the cracks
- Submit complete incident documentation packages (including referral, preliminary statements from all involved, and any additional information) to school administration in a timely manner for further investigation, action, and disposition
- Support school administration in the following, as needed and directed:
 - Prompt notification to parents of students involved in an incident
 - Schedule parent conferences with administrator
 - Schedule mediations and/or restorative circles
 - Schedule reinstatement meetings after suspension
 - Generate letters home regarding incidents
 - Maintain documentation expectations in Infinite Campus (school-based data management system) and in the district's Bullying, Harassment, and Intimidation system.
- Establish systems to prompt administrator follow-up with students in the days or weeks after an incident (depending on situation) to ensure that there has been adequate resolution
- Cover the main office front desk during the School Secretary's lunch break

COMPENSATION: Commensurate with experience. This is a 10-month position, 25 hours/week.

The ideal candidate should possess the following qualities:

- Excellent organizational skills
- Excellent communication skills with both children and adults who come from a variety of backgrounds and experiences
- Proficiency in Microsoft Office (Word, Excel, Power Point) and capacity to learn new computer-based systems.
- Strong professional ethics and ability to maintain strict confidentiality
- Flexible and collaborative approach to problem solving
- Self-direction in tasks once training has been provided
- Calm and professional demeanor

Bachelor's degree preferred; relevant workplace experience will be strongly considered in lieu of a degree.

Experience with Restorative Practices will be an asset, but is not required. Training will be provided.

Successful background check and fingerprinting through the school district is required.

To apply:

Send cover letter, resume, and three references to hire@creativecityschool.org.

Application deadline: August 2, 2019

Position start: August 27, 2019