

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: RESTART ROOM AIDE/ DATA MANAGEMENT

Position Type: Non-Exempt	Reports to: School Classroom
Salary: Grade 6	Approved by: Human Resources
Term of Employment: 9 Month Calendar	Date: 04/01/2016
FTE: .8125	

We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.

POSITION SUMMARY:

To maintain accurate attendance records, communicate with students and parents in areas of discipline, and manage the Student Responsibility Center effectively and independently when needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Calls parents as directed by Principal to communicate discipline issues;
- Supervises and manages Restart room before, during and after school hours;
- Works with and assists students who are having discipline problems develop a plan for a successful return to the classroom;
- Performs other duties as needed by the Principal;
- Acts as testing coordinator for the site, collects and analyzes data to identify areas of need;
- Complies with all rules, regulations and policies of the Governing Board.
- Other duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High School graduate or equivalent;
- One year related experience or training;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

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- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

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