

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGNATION DATE June 22, 2007  
 LAST REVISION DATE       
 BAND & GRADE B214

POSITION TITLE First City School Student Transition Monitor

IMMEDIATE SUPERVISOR Alternative Programs Principal

Job Summary (Basic Purpose of Position)

Establish and maintain communication for the transition between school, probation, First City School (FCS), and other agencies for students identified under Neglected and Delinquent grant guidelines.

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 SUPERVISOR

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 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Assist FCS in monitoring students at Bemidji High School, Lumberjack High School, Bemidji Middle School and other District programs.  1.01 Gather transitional service feedback regarding student behavior and academic progress from appropriate school personnel and report findings to appropriate staff. 1.02 Monitor the behavior of assigned students. 1.03 Monitor the academic progress of assigned students. 1.04 Copy materials and file reports. 1.05 Maintain accurate records. 1.06 Perform other duties as assigned. 1.07 Perform clerical duties as necessary: typing, filing, etc.	B2			KNOWLEDGE: 1.01 District policies regarding confidentiality and data privacy. 1.02 Provisions of SBR 200-2-1 (Education Assistant Agreement) 1.03 Handicapping conditions. 1.04 Federal, State and district regulations, policies and procedures relating to children with handicapping conditions. 1.05 District Code of Consequences for student	1.01 Gather and report feedback as directed. 1.02 Monitor student behavior as assigned by teachers. 1.03 Monitor student academic progress as assigned by teachers. 1.04 Materials are copied as requested and reports filed on time. 1.05 Accurate records are maintained as requested. 1.06 Other duties are performed as assigned. 1.07 Supervisor has been informed of students' behavior and academic performance.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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1.08 Provide newly assigned teachers with reports regarding the academic performance of students.	A1			behavior and student attendance policies.	1.08 Participated in problem solving meetings by offering ideas for meeting students' needs.
1.09 Monitor students' behavior for appropriateness and determine the need for disciplinary intervention in accordance with established criteria.	B2			ABILITY: 1.01 Interact in a positive manner with students, educators, parents and administration.	1.09 Provided prompt and accurate reports regarding students' behavior and the need for disciplinary action based on established criteria.
1.10 Document students' behavior in the educational setting and report findings to the appropriate staff.	B2			1.02 Describe the benefits of education to all students.	1.10 Other duties are performed as assigned.
1.11 Appropriately utilize Crisis Prevention Intervention (CPI) and other behavior management techniques.	B2			1.03 Follow the instructions and directions of designated supervisory staff.	1.11 Documentation and weekly reports submitted.
1.12 Monitor students' attendance and communicate attendance data to supervisory staff and to probation as appropriate.	A1			1.04 Maintain a positive attitude while at work.	1.12 Documentation of meetings maintained.
1.13 Establish and maintain communication with students, parents, probation staff, FCS, and school staff.	B2			1.05 Clearly communicate ideas to others (children and adults).	1.13 Evidence of participation and involvement in scheduled meetings.
1.14 Assist in planning educational plans for students that promote graduation.	B2			1.06 Apply Crisis Prevention Intervention (CPI) strategies.	
1.15 Provide information regarding the FCS program to teachers, administrators and other school staff.	A1			1.07 Mediate and follow through with conflict resolution issues.	
1.16 Assist in mediating with probation staff and district personnel when students are involved in school disciplinary situations, complaints, truancy, suspensions, behavioral problems, etc.	B2			1.08 Communicate effectively, both orally and in writing.	
1.17 Conduct home visits with students and families to gather accurate information and provide information regarding school district policies and procedures.	B2			SKILLS: 1.01 Math computation. 1.02 Speaking clearly. 1.03 Proficient on skyward, Microsoft Word, and Excel	
1.18 Travel between FCS, Bemidji High School, Lumberjack High School, Bemidji Middle School, and other District programs to	N/B			1.04 Human relations and communications. 1.05 Confidentiality.	

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monitor and establish rapport with students.					
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