



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Credit Recovery Aide
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Credit Recovery Coordinator

Position Summary:

The credit recovery aides are assigned to high schools, and act as the key individual responsible for assisting students with targeted instruction in reading and/or mathematics both during the school day and as part of an extended school program. Each aide works with two students at a time throughout the school day, and will have accountability for a personal caseload of no more than 15 students for the 2013-2014 school year. Aides improve student learning and academic achievement by providing individualized, targeted instruction, and by building meaningful relationships with students, their families, and teachers.

Essential Functions:

- Carry out the full responsibilities of an academic tutor, specifically in the areas of reading and/or mathematics, and ensure that students are constantly learning and being challenged to achieve their established targets.
- Assist students in setting and reaching academic goals in the areas of reading and mathematics.
- Coordinate all aspects of the tutorial program individually designed to meet the needs of their caseload of students.
- Modify instruction and craft student targets based on student assessment results.
- Present subject matter to students using a variety of research-based instructional strategies centered on each student's individual needs.
- Facilitate positive and innovative educational experiences for tutees.
- Establish, maintain, and enhance communication with teachers, administrators, and parents regarding the needs of each student.
- Monitor performance of each tutee and strategically plan instructional activities designed to ensure continual improvement and student results.
- Monitor and assess each student's performance regularly, track student performance data, and communicate progress and support to both the classroom teacher and students and their families.
- Prepare instructional activities that support students in mastering specific academic skills, including subject matter content and state-mandated assessments.
- Collaborate with appropriate classroom teachers, school-level administration, and the Cluster Associate Superintendent to ensure that each student is on track in three key areas: academic performance, attendance, and behavior.
- Reach out to a student's family at least once every two weeks to update the family on the student's academic progress in the tutorial sessions.
- Develop a frequent and consistent line of communication between the student's family and the school regarding a student's academic status.
- Actively participate in professional development activities necessary to successfully carry out job-related duties.
- Perform other responsibilities related to accelerating student achievement for targeted students.



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Experience Required:

- Graduation from an accredited college or university with a bachelor's degree and a strong academic record
- Extensive knowledge of research and strategies for supporting students with improving academic achievement
- Experience teaching, tutoring and/or mentoring youth in high school preferred
- Knowledge of strategies to use data to provide targeted, differentiated support to meet the academic needs of students

Education Required:

- Bachelor's Degree from an accredited college or university

Knowledge, Skills and Abilities:

- Willing to be a team-player with a strong sense of personal accountability for student learning and success
- Demonstrate an unwavering focus on helping students achieve
- Knowledge of and skill in the use of computer applications
- Knowledge of and skill in data analysis to improve student learning
- Excellent oral and written communication skills
- Ability to appropriately maintain confidential information

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.