

# **Cedar Ridge Children's Home & School, Inc.**

## **Job Description**

**Job Title:** Transitional Education Assistant

**Department:** Administration

**Supervised by:** Transitional Education Supervisor/Specialist

**Status/Hours:** Full Time Salaried, 10 Month

**Position Summary:** The purpose of a Transitional Education Assistant is to monitor a Cedar Ridge student's progress academically and behaviorally during the school year, providing information back and forth between the school and Cedar Ridge's Transitional Education Supervisor/Specialist.

- 1) Provide Direction and Support to Cedar Ridge Residents attending Public School: Weight 40%
  - a) This position is encouraged to develop appropriate relationships with Cedar Ridge Residents attending Public School (students) by spending time with them daily or weekly, monitoring them during the school day for adherence to Cedar Ridge and School policies, counseling students about their behavior and academic endeavors, and transporting them to various staffings, appointments, etc.
  - b) This position will also maintain various forms of documentation of student progress through out the day.
- 2) Communication and Relationships Weight 30%
  - a) Maintain a positive working relationship with Public School Staff and other Cedar Ridge Staff to ensure that everyone is kept up-to-date on the progress of students, both academically and behaviorally – ensuring a positive education experience for all students.
- 3) Professionalism and Professional Development: Weight 20%
  - a) Maintains a professional image by: dressing in adherence to adopted dress code; communicating in a very organized, concise and business like manner; maintaining confidentiality; accepting change in a positive way; voicing ideas for improvement in an appropriate manner; modeling a Biblical Lifestyle; and being punctual in attendance to work, appointments, and meetings.
  - b) It is also important to exhibit a positive attitude, show reasonably good judgment in crisis situations, and to comply with adopted Boundaries Policy.
  - c) Professional Development activities are undertaken sufficient to maintain MSDE mandated job requirements and expectations of Cedar Ridge.
- 4) Such other reasonable and related activities as assigned by the Transitional Education Supervisor/Specialist. Weight 10%

**JOB QUALIFICATIONS:**

- 1) 21 years of age or older.
- 2) High School Diploma plus appropriate level of post high school education required by MSDE, OR passing score on Para-Pro test, OR possess a 4 year degree.
- 3) Demonstrate abilities conducive to maintaining a controlled therapeutic classroom environment.
- 4) Have broad academic base in appropriate grade level curriculum areas.
- 5) Must be able to function in a team environment to successfully complete objectives.
- 6) Must be able to maintain a high degree of loyalty, determination and confidentiality.
- 7) Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
  - a) The employee handbook further states that employees who engage in open, notorious immorality, including, but not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal under applicable local, state or federal law are subject to discipline up to and including termination of employment.
- 8) Must pass a detailed background investigation that includes:
  - a) Passing a health screening which may include drug testing.
  - b) Verification of Business and Personal References.
  - c) Verification of Driver license with a good driving record.
  - d) Police/FBI/Child Protective Services background investigations

**SIGNATURES BELOW SIGNIFY THE FOLLOWING:**

1. This Job Description has been reviewed and agreed upon by both the employee, \_\_\_\_\_, and the Supervisor, \_\_\_\_\_.
2. A copy of this Job Description has been received by the employee.
3. The employee recognizes and agrees with his/her responsibility to use the utmost discretion regarding the disclosure of any confidential agency or personnel information both within and outside of his/her department.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Department Manager Date

\_\_\_\_\_  
Human Resource Manager Date

\_\_\_\_\_  
Date Revised

\_\_\_\_\_  
Human Resource Staff

Revised 1/08