

Columbia School District

11775 Hewitt Rd. Brooklyn, Michigan 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641



February 21, 2018

Notice of Opening for 2017/18 School Year Adult Education/ Virtual Academy Program Assistant

Job Description: Employees in this position function as a Student Support Aide

Various Duties

- Monitor, support, and report the academic progress of students enrolled in the adult education, alternative high school, and high school virtual programs.
- Assist the principal/director and teachers with student discipline issues and document any incident reports, suspensions or other disciplinary action.
- Assist in the coordination, administration, and reporting of state mandated testing of adult education participants.
- Work cooperatively with the Adult Education Director on program development, student recruitment, evaluation, state required reporting, and state follow-up processes of students and program outcomes.
- Maintain a cooperative relationship with workforce and educational agencies such as Michigan Works!
- Assist in the recruitment, registration and retention of current and new students.
- Coordinate tutoring efforts with students who may need additional assistance.
- Assist with development of Educational Development Plans (EDP) and Adult Learning Plans (ALP).
- Coordinate enrollment orientations and registrations.
- May be primary contact in the absence of the principal/director.
- Perform other duties as assigned and assume other responsibilities as assigned by the Adult Education Director.

Qualifications and Skills

Preferred bachelor's degree in education, counseling, social work or other human services related field. Experience working with non-traditional student populations, preferred.

Deadline: Wednesday, March 14, 2018 @ 12 Noon

Please send letter of interest, resume, and letters of reference to:

Monika Cook, Administrative Assistant to the Superintendent

Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
Monika.Cook@myeagles.org