**ReNew Academy Leader**

Reports to Principal and/or Director of Student Services

The ReNew Academy Leader provides a full range of education services for a small group of students (6-10) in a therapeutic day treatment setting. Students are receiving mental health services and are experiencing significant behavioral, social and academic difficulties. Utilizing a Trauma-informed approach, the combined mental health and educational goal is to successfully transition students back to their home school.

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and/or instructing.

**PERFORMANCE RESPONSIBILITIES**

1. Ability to work well with others; Focuses on resolving conflict, maintain confidentiality, listen to others without interrupting, keeps emotions under control, remains open to others’ ideas and contributes to building a positive team spirit
2. Ability to remain calm, focused and in control when working with students, parents, guardians and community members who may be difficult and challenging to engage
3. Ability to assess situations and act swiftly and appropriately and with sound judgment for the safety and wellbeing of students and staff
4. Ability to assist, console and manage students who may be emotional, distraught or frustrated
5. Ability to communicate fluently in English, verbally and in writing
6. Ability to effectively present information and respond verbally, in writing to the most sensitive inquiries or complaints from parents, administrators, school staff, community partners and the general public
7. Implements instructional techniques and learning activities as directed.
8. Participates as an integral member of the remediation instructional team.
9. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
10. Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab.
11. Operates and cares for equipment used in the classroom for instructional purposes.
12. Distributes and collects workbooks, papers, and other materials for instruction. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
13. Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills.
14. Checks lab work and notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher and assists with the documentation of pupil progress on a continuous basis.
15. Duties may include performance of health services, for which training will be provided.
16. Ability to maintain the integrity of confidential information relating to agency records and data, student families, colleagues, or district patrons; Use or relay personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved
17. Exhibit cultural competency and sensitivity with the ability to communicate effectively with all cultural groups
18. Performs other duties as assigned by the Teacher and/or Principal or school center head.

**PHYSICAL DEMANDS**

* This position involves working at the ReNew Academy.
* The person in this position could be exposed to bodily fluids, respond to student or employee injury or illness, and provide medical protocols as delegated by the registered nurse.
* The person in this position may be exposed to inappropriate student behavior such as hitting, kicking, biting, yelling, cussing and verbal threats.

**MINIMUM QUALIFICATIONS**

1. 64 college hours or 4 years similar work experience
2. Official transcripts required prior to interview

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee