This position provides student support, guidance for online classes and is responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency of The Excel Center. The Paraprofessional will work closely with staff and students to supervise and maintain orderly operations for the school. This includes a sound working relationship with Excel Center online instructors by assisting with broadcasting the class, collecting paperwork and making sure students understand coursework. Other duties may include setting up student accounts, assisting with credit recovery classes, supporting iExcel and updating attendance records. The position will work with the instructional team in meeting the educational objectives and adhering to the Indiana Academic Standards. This role demonstrates behaviors consistent with our Mission, Vision and Values, on behalf of Goodwill of Central & Southern Indiana.

Responsibilities

- Maintain classroom order and discipline.
- Collect, record, and send student assignments to appropriate destinations.
- If equipment is malfunctioning, make it top priority to remedy the trouble.
- Monitor tests.
- Assist with asynchronous courses.
- Set up student accounts (track progress).
- Make sure students understand course work.
- Monitor independent study time.
- Manage on-site enrollment for new students to include iExcel, troubleshooting, and decision-making in accordance with The Excel Center model.
- Assist with student recruiting.
- Assist with new student orientation.
- Ensure student information system is accurate and up to date.
- Assist with student attendance keeping.
- Perform other duties as needed.

Full-time employees may participate in a comprehensive benefits program that includes:

- Continuing education and leadership development
- Comprehensive health plan
- Life, dental and vision insurance
- Short- and long-term disability plans
- Nationally recognized preventive health and wellness program
- Section 125 pre-tax health spending account, dependent care spending account and premiums
- Retirement plan with generous match or contribution into Teachers’ Retirement Fund for eligible employees.

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ExcelCenter1

- Associate's degree; bachelor's in education preferred.
- Possess the essential mindset that all students can succeed.
- Drive to improve the outcomes and lives of students in and out of the classroom.
- Experience working with high school age students in urban, nontraditional, and/or in adult education setting highly preferred.
- Evidence of superior verbal and written communication skills; strong motivational skills
- Evidence of self-motivation and willingness to be a team player; adaptable to shifting priorities
- Has working knowledge of computer programs to perform clerical tasks: Google applications (specifically Gmail), Excel, Word and Internet Explorer.

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