

Denton ISD Adult Education and Literacy Program Program Aide Agreement

Your position with Adult Education and Literacy Program is critical to the success of our students, staff and the program. We value the work that you do and understand that you are committed to providing the very best support to the AEL staff and students. The primary purpose is to provide administrative and instructional support to AEL staff with flexibility that will enhance the services provided to our students. To ensure that all students experience success we have created the program aide position as a support position to staff. To better communicate these duties and responsibilities to all staff the following agreement is being provided to you. Please read this agreement carefully.

Attendance

I agree to:

- arrive on time as required, be prepared to assist and engage students and/or staff as requested or scheduled
- contact my supervisor as soon as possible if I am not able to come to work or will be late
- be aware of and follow the school year schedule for the site and plan accordingly
 - including weather days, holidays and other days the site might close
 - if my site does not have a local set schedule, the Denton ISD school year schedule will be followed, and all exceptions will be coordinated and approved by my supervisor

Duties and Responsibilities

I agree to:

- assist in supporting staff as assigned by my supervisor
- show respect for cultural differences
- organize and maintain supplies, materials and equipment
- assist and/or participate in recruitment efforts as requested by my supervisor
- support the intake process
 - including registrations, testing, orientations and phone calls for reminders and missed appointments
- maintain TEAMS access active and renew P41 annually
- assist to ensure timely reporting and recordkeeping are in accordance with program policies
- provide support to data specialist
 - assist with filing, organization, security and compliance of student information
- provide classroom support as needed
 - calling of absentee students
 - assist instructor with students in class
- assist with technology support
 - basic technology troubleshooting and repairs
 - securing of equipment
- attend program staff meetings as required by my supervisor
- adhere and stay current with all applicable TWC, Denton ISD and AEL policies and procedures

Record Keeping/Communication

I agree to:

- maintain positive communication of program and refer any concerns to appropriate supervisory staff
- follow FERPA guidelines regarding student information and records
- check my Denton ISD email at least once a day during the work week
 - reply to e-mails as appropriate within 48 hours
- review and use AEL website as a resource tool and make any update recommendations to my supervisor
- comply with payroll submission requirements
 - and understand that incomplete or late submissions may result in the delay of payroll disbursement
- report any on duty accidents, security and/or safety concerns to my supervisor within 24 hours

Professional Development

I agree to:

- attend 4 annual Saturday PD staff meeting events as required
- complete the required number of AEL Professional Development hours annually
 - and understand that I may be required to complete more than the minimum annual required PD hours as deemed by my supervisor or program needs
 - and understand that I will be paid a flat hourly rate of \$15 per hour for all required PD hours
 - and understand that I must request approval from my supervisor prior to registering for any Professional Development

I understand this may not be all inclusive of my position expectations but acknowledge having read and agree to comply as a condition of my employment. If I have any questions about my position or program policies, I will contact my supervisor for clarification.

Printed Name: _____

Signature: _____

Date: _____