

Personal Learning Time Monitor

School Description

We are reinventing the approach to learning at Purdue Polytechnic High School. Our Core Principles of Personalized Learning, Project-based Learning, Academic Progress, Career Pathways, and People guide all that we do. Student academic work is driven by projects, and instruction is based solely on the individual and collective needs of students. There are no predetermined classes where students move in groups according to a master schedule. Rather, teachers work together to arrange time for student instruction based on who needs it, when they need it, and how they best receive it.

Mission

To create an environment of academic excellence characterized by industry-focused experiential learning; mentors who nurture, guide and trust; and students who develop a natural thirst to learn in preparation for their lifelong journeys.

Vision

To develop a new generation of skilled talent by seamlessly transitioning graduates from high school to college and high-tech, high-wage jobs.

Summary

Personal Learning Time Monitors of Purdue Polytechnic High School provide monitoring and academic assistance in an area set aside for personal learning. Personal Learning Time Monitor confer and provide feedback to Personal Learning Coach or Administrators regarding student assignments, progress, or other relevant issues. Personal Learning Time Monitor will encourage students to demonstrate high levels of social responsibility, personal accountability, and independent thinking.

Education

- The position requires a minimum of 60 semester hours from an accredited university or a passing score on the Para-Pro Praxis Test. Prior experience in working with computers and various software programs is required.

Qualifications

- 1-2 years experience working with high school age students in a non-traditional setting highly preferred
- Demonstrated success in working in a team environment
- Has working knowledge of technology applications to enhance instruction and perform administrative tasks
- Superior verbal and written communication skills
- Strong motivational skills
- Ability to effectively collaborate with others
- Adaptable to shifting priorities while attaining a positive learning environment
- Ability to relate to a diverse population
- Experience working with online learning is a plus
- Bi-lingual in English and Spanish, highly preferred
- Must be able to successfully pass a background check
- Work independently with minimal supervision or direction.

Duties:

- Prepare and maintain various records and reports regarding personal learning space, including attendance, discipline, and academic performance
- Provide instructional assistance with assigned work as needed
- Organize and maintain files of instructional materials for students use as needed; maintain study and reference materials, and perform other clerical duties as required
- Operate a variety of contemporary office equipment, PC or MAC computers and mass market software or applications, including MS Office, Google Docs, etc.
- Assure the well-being of students by following health and safety practices and procedures; administer minor first aid as assigned; refer injured or ill students to appropriate staff as required.
- Participate in staff meetings, Professional Learning Community, or in-service meetings as directed
- Maintain the confidentiality of student records and information according to established practices and procedures
- Accepts responsibility for appropriate utilization of and the care of equipment, materials, and facilities
- Assist in community outreach events, activities and duties
- Performs such other duties as assigned that will lead towards the success of the PPHS

Additional Information

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

- Comprehensive health plan
- Paid time off (PTO)
- Life, dental and vision insurance
- Short- and long-term disability plans
- Retirement plan or contribution into Teachers' Retirement Fund for eligible employees
- Purdue Polytechnic High School Indianapolis is an Equal Opportunity Employer

If interested in next steps, please visit <https://pphs.purdue.edu> for more information.