

## POSITION DESCRIPTION

<b>TITLE:</b>	General School Assistant – Secondary	<b>SUPERVISOR:</b>	Building Principal
<b>DEPARTMENT:</b>	Secondary Schools	<b>CLASSIFICATION:</b>	Classified

**I. Accountability Objectives:**

To provide instructional assistance to teachers for students within a wide range of student abilities, group sizes and activities; provide behavior management support; provide clerical assistance by operating duplicating equipment, typing materials for teachers, preparing instructional materials, checking and recording student work; operate computer for instruction and management systems; support daily attendance taking; act as receptionist.

**II. Position Characteristics:**

Salary: On schedule  
Length of Contract: 184 Work Days + 3 Holidays

**III. Position Relationships:**

Reports to: Building principal  
Coordinates with: Building staff, students  
Types of coordination: As directed by administrator or with others with coordination responsibilities

**IV. Position Qualifications:**

A. Required experience and training:

Graduation from high school. Must meet the No Child Left Behind standards for certification (Federal or ECASD). Ability to guide and supervise groups of children. Ability to manage children's behavior in small and large groups. Ability to follow directions and initiate activities independently. Ability to work as part of a team and work with a variety of adults.

B. Desired experience and training:

Experience in typing, computers, keyboarding, word processing, and duplicating machines; experience working with groups of children and using effective discipline methods; knowledge and proper use of English, both written and oral; knowledge of educational process; artistic talents.

C. Special requirements of the position:

1. Emotional stability, sense of humor, patience, and initiative.
2. Fondness and sensitivity for children and the ability to discipline and motivate them.
3. Ability and willingness to work with children from differing cultures and those with different ability levels.
4. Knowledge of child development
5. Ability to maintain confidentiality
6. Organizational skills, flexibility, problem analysis, and the ability to follow directions.
7. Willingness to provide basic care to students
8. Ability to seek and utilize supervision.
9. Ability to multi-task.
10. Must possess excellent communication and customer service skills.
11. Ability to learn new tasks.

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### V. Position Responsibilities:

#### A. Instructional Support

1. Provides instructional assistance such as: staffing “centers”, helping children with computers and written compositions, instructing small groups in writing, reading out loud, leading songs and games under the direction of the teacher accepting book reports, administering make-up tests, daily work, placement tests, remedial and/or accelerated instruction, staffing. These activities would take place within a wide range of student abilities and group size.
2. Supports classroom management.
3. Supports teacher and supervises students during transitions.

#### B. Clerical responsibilities

1. Operates duplicating equipment and provides simple maintenance.
2. Types materials requested by teachers.
3. Prepares instructional materials (laminates, dry mounts, transparencies, games, charts, flash cards).
4. Checks and records student work (workbook, tests, centers, individual, statistical reports).
5. Files and retrieves teacher materials and student data (cum. records, teacher material files).
6. Helps prepare, organize, and manage supplies and student materials (home packets, awards, photo labeling, student incentive programs, tapes, folders, book bags, money, class books, etc.).
7. Straightens supplies and materials and assists in inventory control.
8. Operates computer for instruction and management systems (grades, awards).
9. Help process daily attendance.
10. Help circulation desk in IMC.
11. Fill roles for absent support staff.

#### C. Supervision

1. Supervises students during non-instructional time inside and outside of the building.
2. Supervises students during instructional time as an assistant to the teacher.
3. Supervise students in in-school suspension or detention.

D. Sets up audio visual equipment; assists children and staff in retrieving or returning library materials; helps card and shelve books.

E. Acts as receptionist to the building when the secretary is not present, assists with parent communication (calls, notes, liaison for special programs, and contact with volunteers).

F. Administers medications as assigned by Principal/designee and trained by Public Health Nurse.

G. Provides basic care to students.

H. Assists with special school events.

I. Collects lunch and milk money/tickets, helps facilitate lunchroom efficiency.

J. Coordinates/trains volunteers.

K. Assists with processing athletic paperwork.

L. Assist in scheduling parent teacher conferences.

M. Performs other duties as assigned

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