

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Preparation Time Specialist
Pay Table:	Support
Pay Grade:	6
FLSA Status:	Non-Exempt
Job Code:	847
Reports to:	Principal or Other Supervisor

JOB SUMMARY

Under the general supervision of the Principal or Other Supervisor, the Preparation Time Specialist teaches classes and/or supervises students during teacher preparation period. Prepares lesson plans and required classroom materials and provides instruction in specialized subject matter areas (e.g., music, art, science, computer operations, media center usage, physical educations, languages).

ESSENTIAL JOB FUNCTIONS

- Prepares and teaches lesson plans or informally plans class activities.
- Prepares visual aids, handouts and other course-required materials.
- Collects and returns home work. Corrects student assignments.
- Sets-up and cleans-up supplies and equipment for student labs and/or other activities.
- Creates bulletin boards and other visual aids for the classroom.
- Files, organizes papers, videos, etc.
- Maintains student records for course.
- May take roll.
- Assists with position-specific tasks, such as selecting music for assemblies and programs, repairing and maintaining classroom instruments and maintaining art supplies.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience and some college-level coursework.
- Formal education or training in area of specializing preferred.
- Experience in working with children and in the specialized field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subject matter areas associated with assigned courses.
- Strong interpersonal skills required for interaction with students, teachers and other school personnel.
- Ability to effectively teach assigned course subjects.
- Ability to use small office equipment and computers.
- Ability to use or repair small equipment.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage the budget.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.