

## 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.*

<b>Job Title:</b>	<b>SEM Teacher Assistant</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	3
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	841
<b>Reports to:</b>	Principal and Gifted/Talented Director

### **JOB SUMMARY**

Under the general supervision of the Principal and Gifted/Talented Director, the SEM Teacher Assistant organizes and coordinates the SEM program with the school wide enrichment team, in the elementary school. Provides enriched opportunities for students to develop their talents and abilities. Has particular responsibility to assist the principal and staff in meeting the needs of the gifted and talented students.

### **ESSENTIAL JOB FUNCTIONS**

- Sets goals for SEM program with SEM team. Prepares schedule of activities.
- Coordinates with teachers, principal, district G/T director and students to provide assistance in the following areas:
  - Type I - General enrichment for all students (assemblies, special classroom visits, science fair visits, etc.)
  - Type II - Skills training - critical and creative thinking - classroom teaching and small groups (i.e., talent pool classes, conferences, instruction to student council and others, interest-based classes, math and science club, spelling bee, research projects).
  - Type III - Independent study projects (special small group or individual activities, such as science fair planning).
- Contacts and coordinates with parents and others outside the school in arranging enrichment activities.
- Organizes and may chair SEM team committee (composed of principal, teachers, parents and volunteers).
- Prepares monthly enrichment report for submission to district.
- Writes correspondence and makes telephone calls as required for the enrichment program.
- Teaches the Renzulli Enrichment Model to students, teachers, and parents.
- Attends monthly SEM meeting with other SEM teacher assistants.
- Occasionally required to pick up, deliver, or purchase items required for enrichment programs.

**MINIMUM REQUIREMENTS**

- High School graduation or equivalent education and/or experience, some college-level coursework preferred.
- Must pass a proficiency test in math and reading if incumbent does not have 96 credit hours.
- Some training in gifted/talented education or acquaintance with Spectrum programs helpful.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work effectively with children, teachers, principal and other school personnel.
- Ability to organize and coordinate program.
- Capacity to work independently.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.
- Ability to manage grant funds.
- Ability to use small office equipment and computers.

**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: crouching, 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 safe and secure work environment that may periodically have unpredicted requirements or demands.

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