



8. Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
9. Plan and supervise purposeful assignments for teacher assistants and evaluate their job performance.
10. Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
11. Attend staff meetings, serves on staff committees and carries out non-instructional duties as required or assigned.
12. Perform related duties and responsibilities as required by the Principal.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation of teachers.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate strong content knowledge.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.