

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - LANGUAGE ARTS ASSISTANT

The Language Arts Assistant is responsible to deliver assistance with research, writing, and reading activities associated with the Language Arts curriculum and / or similar activities in other content areas.

QUALIFICATIONS

The successful completion of some post - secondary education, training, or its equivalent, as established by the Lampeter-Strasburg School District.

Willingness to cooperate with the high school administration and Language Arts department in the delivery of the education program.

Knowledge of computers as a research tool and to revise and edit student work.

Knowledge and application of basic grammar and writing skills

DUTIES AND RESPONSIBILITIES

Be directly responsible to the high school administration. The Language Arts department head will be the liaison between the Language Arts Assistant and the classroom teachers, counselors, administrators.

Deliver activities to students to reinforce instruction by the classroom teacher.

Meet regularly with Lang. Arts depart. head and Lang. Arts teachers to share information enabling the Assistant to help monitor students' progress/establish instructional direction/prescribe learning activities.

Cooperate with students' teachers/counselors/administrators concerning progress and supportive help.

Be prompt and spend the allotted time as requested by immediate supervisors and / or teachers.

Attend staff development sessions and/or workshops as requested.

Attend group meetings related to their area of responsibility as requested.

Be flexible in terms of scheduling.

Be willing to work in available space.

Learn the emergency action plans as related to high school procedures.

Submit student progress reports as directed by the immediate supervisors.

Provide information for/attend parent conferences by request of administration/department head/teachers.

Meet classroom teachers prior to the scheduled assistance to ascertain teacher expectations/directions.

Language arts class assistance will have priority during flex periods.

Approved by Board of School Directors 10/01/01