

DUTIES/RESPONSIBILITIES: (continued)

2. Performs general duties under supervision of teacher in order to enable and enhance student performance and safety.

Examples of work performed:

- A. Escorts students to and from various locations in the building depending upon the needs of the individual student(s).
- B. Accompanies and supervises students during outdoor or indoor recess and in hallways.
- C. Assists students to and from buses before and after school.
- D. Accompanies students to cafeteria and supervises during lunch periods.
- E. Assists students to assemblies and assists in seating and supervising.
- F. Assists students during emergency drills (e.g. fire, tornado)
- G. Accompanies students to classes and assists them in meeting the requirements of procedures and instruction.
- H. Monitors the safety of students in corridors and other general access areas of the school.

3. Performs classroom instructional activities under supervision of teacher to ensure that all students are academically challenged.

Examples of work performed:

- A. Works with an individual student or small group of students utilizing the teacher’s lesson plan.
- B. Monitors and reinforces learning of all students.
- C. Helps students in performing activities designed by the teacher.
- D. Assists students with supplementary work.
- E. Assists with the implementation of behavior management programs designed by the teacher.
- F. Assists in monitoring and reinforcing positive student behavior and discipline procedures for students as defined by the school, the classroom and/or the Individual Education Program.

PHYSICAL DEMANDS: (see Physical Demands Checklist, attached)

WORK ENVIRONMENT / CONDITIONS:

May be required to work outdoors for an extended period of time in a variety of weather conditions.

EQUIPMENT / TOOLS USED:

Coy machine, fax machine, laminator, computer (preferred).

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

As needed, must make use of PPE and universal precaution techniques to avoid exposure to blood and body fluids.

TERMS OF EMPLOYMENT: Acceptance of assignment

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Approved by: David Kuhar

Job Title: Subfinder Specialist

Job Title: Dir. Human Resources, Non-Cert Personnel

The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.