



**Job Title: Summer IDEAS Junior Counselor**

Position Title: Summer IDEAS Program Assistant	Reports to: Auxiliary Program Coordinator
Job Category: Support Staff	FLSA: Non-Exempt
FTE: Variable, seasonal	Current Date: March 2023

**General Summary:** Provides support to Summer IDEAS classroom teachers and staff in the delivery of a broad range of classroom and camp duties leading to effective student learning, classroom management, and instruction.

**Essential Duties and Responsibilities:**

- Assists in classroom instruction and recreational activities, on and off campus.
- Prepares and compiles instructional materials and equipment as directed by summer faculty.
- Serves as a resource and support to in the absence of the regular teacher; may assume the role of the substitute teacher when necessary.
- Supervises students.
- Helps students understand and follow classroom rules.
- Assists in teaching curricular lessons to students.
- Helps maintain a safe environment.
- Facilitates lunch duties with students
- Works collaboratively with faculty, staff, and administration to meet diverse needs of students.
- May involve supporting office staff, snack bar, lunch duty, or other duties as assigned.

**Knowledge, Skills and Abilities:**

- Some knowledge in early childhood and/or elementary education
- Ability and desire to work with young children
- Classroom management skills with the ability and desire to work with a diverse student body
- Ability to work collaboratively with others and maintain positive professional relationships
- Excellent communication skills
- Excellent organizational skills with a strong degree of self- direction and motivation
- High level of maturity, confidentiality, and assertiveness
- Ability to provide excellent customer service
- Flexibility and patience
- Capable of using tact and diplomacy in dealing with others

**Education and Experience:**

- High School Diploma, some college coursework preferred
- Some experience working in an educational environment preferred

**Working Conditions:** Good working conditions in a school environment

**Drug Free Workplace:** The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.	X			
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X



**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*