

Inter-Lakes School District

Job Description



Title: Academic/Personal Competency Support	Date: July 1, 2021
Classification: Non-Bargaining	Terms of Employment: 8 hr/day, 190 days, Non-Exempt
Reports To: Building Principal	Supervises: Staff as assigned

QUALIFICATIONS:

1. A Bachelor's degree in Education or related program preferred.
2. A minimum of three years of experience in the field of education or related field.

JOB OBJECTIVE:

Working under the general director of the building administrators, the Academic/Personal Competency Support will supervise and assist students in meeting their academic and personal competency goals.

ESSENTIAL JOB FUNCTIONS*:

1. Supervises students in an appropriate manner.
2. Assists students with work assignments related to academic and personal competency goals.
3. Meet with the building administrators to discuss student progress and other school issues.
4. Assist with administrative clerical tasks as requested.
5. Assists co-workers and work toward a productive team approach.
6. Communicates effectively and positively with students, staff and parents.
7. Identifies potential problems and effectively participate in their solution.
8. Accepts assignments in a willing and cooperative manner.
9. Works to keep informed of important school issues.
10. Demonstrates independence and show initiative.
11. Maintains a good record of attendance and punctuality.
12. Maintains strict confidentiality of the work place.
13. Understands and comply with all school policies and procedures.
14. Demonstrates positive and respectful interactions with students.
15. Maintains appropriate control when dealing with students.
16. Performs other duties as assigned.

SKILLS

1. Requires strong leadership and management skills.
2. Ability to communicate effectively with students, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Ability to analyze problems and find the best solution.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**