

Job Description

Position Title	Panther Pals		
Building	District	Department	Activities/Academic
Hours	Varies	Supervisor	Principal
Band and Grade	NA	Tools and Equipment	Computer, applicable software, phone, and copier.

Primary Function	To connect high school students with elementary students to assist in academic learning and create positive connections among students. To work with elementary staff to promote K-2 academic growth and positive social skills.
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Essential Duties	
1	Make an initial connection with elementary classroom teachers to indicate the need for student helpers in their rooms.
2	Contact High school personnel to obtain the high school schedule of class periods throughout the day.
3	Create and display signs in the high school to promote the Panther Pals program.
4	Create power point slides and contact high school personnel to add Panther Pal program to the visual daily announcements.
5	Meet with students who are interested in the Panther Pals program.
6	Discuss process of communication used with students to include our Responsive Classroom Model, Panther Pride Expectations, and confidentiality.
7	Complete the Panther Pals contract and keep on file.
8	Give tours of Lincoln to Panther Pal Participants.
9	Make initial contact between student helper and teacher.
10	Create a plan of communication for student helper and teacher to use.
11	Check-in with participants on a weekly basis to be sure the program is working for all parties.
12	Contact high school staff regarding student helpers who will be coming from their programs so students and staff are aware of procedures for signing in and out, and know student whereabouts during the day.
13	Communicate daily schedule changes to both student helpers and classroom teachers as needed for student and staff accountability and safety.
14	Create thank you/appreciation items for student helpers and classroom teachers for their participation.

15	If requested, create reference letter regarding participation in this volunteer program. (This request may come from either teacher or student).
16	Critique the Panther Pals program for improvement as needed.
17	Share updates, communication, etc. with Lincoln Administration and others as requested.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of individual activity policies and procedures as applies to administration. • Knowledge of District policies and building rules. • Knowledge of basic office equipment and procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in relating to and understanding children. • Skill in developing a rapport with children and explaining concepts in a simple and understandable manner. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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