

TMPM Worker
Job Description
TULOSO-MIDWAY ISD

Job Title: TMPM Worker

Wage/Hour Status: Non-exempt

Reports to: Principal and Assistant Principal

Pay Grade: Hourly

Dept./School: Primary or Intermediate Campus

Date Revised: 11/2022

Primary Purpose:

Preparation and management of classroom/physical activities. Work under supervision of certified educators and administrators.

Qualifications:

Education/Certification:

High School students with teacher reference

High School diploma or GED

Special Knowledge/Skills:

Ability to work well with children

Ability to communicate effectively

Experience:

Some experience working with children preferred

Major Responsibilities and Duties:

Instructional and Physical Activities

1. Guide students through homework and physical activities.
2. Help maintain neat and orderly classroom/gym.
3. Help with inventory, care, and maintenance of equipment.
4. Provide orientation and assistance to new staff.

Student Management

5. Work with individual students or small groups.
6. Help supervise students throughout the TMPM day, inside and outside classroom. This includes classrooms, computer lab, gym, and playground.
7. Keep administrators informed of special needs or problems of individual students.

Other

8. Participate in staff development training programs to improve job performance.
9. Participate in staff meetings and special events as assigned during TMPM hours.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, copier, and audio-visual equipment, P.E. Equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required and that attendance is necessary to the job function.