

4. Review, secure, and implement all lesson plans and instructions provided by the classroom teacher. In the absence of clear or complete instructions, promptly seek direction from the principal or administrative designee.
 5. When assigned to perform instructional aide (paraprofessional) duties, report directly to and follow the direction of the supervising teacher or administrative designee.
 6. Report to the principal or administrative designee for additional duties during any period designated as “conference” or otherwise unassigned on the regular employee’s schedule.
 7. Maintain continuous focus on the instructional program and ensure continuity of learning throughout the assignment.
 8. Establish and maintain a positive, orderly, and respectful classroom environment.
 9. Manage student behavior in accordance with district policies and administrative regulations.
 10. Seek immediate assistance from the principal or administrative designee when a situation cannot be safely or effectively managed.
 11. Demonstrate professional, ethical, and responsible conduct at all times and serve as a positive role model for students in support of the district’s mission.
 12. Maintain accurate and detailed records of classroom activities such as attendance, instructional progress, and disciplinary actions as applicable. Communicate relevant information to campus administration and leave written feedback for classroom teacher.
 13. Perform all supervisory and special duties assigned to teachers or instructional aides, including but not limited to cafeteria, hallway, bus, or other campus duty assignments.
 14. Maintain strict confidentiality of sensitive information pursuant to federal and state law and district policy, including information pertaining to students, parents, staff, and district operations.
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Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used** – computer, copier, audiovisual equipment, telephone, and other instructional equipment as assigned and deemed necessary to perform job duties
- **Posture and Physical Requirements** – moderate standing, walking, stooping, bending, kneeling, lifting, reaching, and carrying
- **Motion** – repetitive hand motions, including frequent keyboarding and use of a computer mouse, as well as repetitive arm and hand movements associated with instructional activities
- **Mental Demands** – reading and interpreting written material efficiently; communicate effectively in verbal and written form; exercise sound judgment; and maintain emotional control under stress

This document describes the general purpose and responsibilities of this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.