

# Greenwood School District 50

## Position Description

### **POSITION TITLE: Instructional – Classroom**

Department: School

Reports To: Principal

Prepared by:

Date:

Approved by:

Date:

**SUMMARY:** Assists the teacher in general daily classroom activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists with the supervision of students during class
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- emergency drills, assemblies, play periods, and field trips.
- Keeps bulletin board and other classroom learning displays up to date.
- Assists with such large group activities as drill work, reading aloud, and story telling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Assists students in the library or media center.
- Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
- Checks and records student attendance.
- Collects and records collection of money.
- Helps students with their clothing.
- Assists with lunch, snack and cleanup routines.
- Assists with wash-up and toilet routines.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in inservice training programs as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Sixty semester hours of postsecondary work or; an associate's degree; or successful completion of ParaProfessional Test.

**LANGUAGE SKILLS:**

Ability to read, educational procedures, or governmental regulations. Ability to write routine reports and simple correspondence. Ability to effectively present information in one-on-one and small group situations to students or other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 lbs. Such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet and at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

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