

SECTION 390 REGULAR EDUCATION CLASSROOM ASSISTANT

POSITION TITLE: Classroom Assistant

REPORTS TO: Building Principal

QUALIFICATIONS:

1. Must maintain the confidentiality of student information.
2. High School diploma and additional training preferred.
3. General secretarial and clerical skills.
4. Above average interpersonal communication skills..
5. Certified or certifiable for first aid, CPR and other related certification and/or training.
6. Word processing, typing, and copying skills.
7. Previous experience and general knowledge in working with children.
8. Ability to properly handle emergency situations.
9. Work in a positive manner with students, staff, and the community.
10. Ability to assume responsibility, display initiative, and exercise good judgment.

GENERAL RESPONSIBILITIES:

Provides appropriate supervision for the safety of students on the school grounds. Assists the immediate supervisor to help provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program. The job demands the ability to stand for extended periods of time, ability to move quickly and freely, and to spend time outside in inclement weather. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Maintain confidentiality.
2. Assist in the preparation of instructional materials.
3. Assist in the student behavior management, according to district policy.
4. Assist in the correction of student work and tests.
5. Prepare bulletin boards and other displays.
6. Type various documents; perform copying and collating tasks; laminate if assigned.
7. Work with students in individual or small group review; drill and practice according to teacher prepared plans.
8. Assist with the inventory of classroom equipment and materials.
9. Perform monitoring and supervisory duties as assigned. (playground, hall, cafeteria, detentions, bathroom field trips, programs, bus duty.).
10. Post daily assignments; collect handouts.
11. Maintain student records such as missing assignments and permission slips.
12. Provide assistance to injured children following prescribed measures.
13. Write up classroom reports and office referrals from playground.
14. Assist in administering and correcting classroom assessment instruments, classroom tests, etc.
15. Promote a positive image of the district at all times.
16. Lunchroom duties include supervise students, wipe tables, clean up spills, etc.

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17. Operate scanner in lunch room, collect and record money, run reports, deal personally with parents by phone or mail concerning balances on breakfast/lunch accounts, balance cash box, etc. if assigned.
18. Perform additional responsibilities as assigned.

WORKING CONDITIONS:

Primarily classroom environments; exposed to noise and contact with injured/ill or disruptive students; may involve exposure to various outdoor environments.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

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