

**SECTION 391 TITLE ONE CLASSROOM ASSISTANT**

POSITION TITLE: Title One Classroom Assistant

REPORTS TO: Building Principal

**QUALIFICATIONS:**

1. Must maintain the confidentiality of student information.
2. Demonstrate professionalism including professional image through proper language and appearance.
3. General secretarial and clerical skills.
4. Above average interpersonal communication skills, computer skills, organizational skills, and literacy knowledge and skill.
5. Certified or certifiable for first aid, CPR and other related certifications 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.
11. Ability to grasp new concepts quickly.
12. Effective communication skills.
13. Ability to manage small groups of children and properly handle behavioral issues.

**GENERAL RESPONSIBILITIES:**

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, Provides appropriate supervision for the safety of students and spends 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 (including reading assessments).
5. Prepare bulletin boards and other displays.
6. Type various documents; perform copying and collating tasks.
7. Assist with the inventory of classroom equipment and materials.
8. Perform monitoring and supervisory duties as assigned. (playground, hall, cafeteria, detentions, bathroom field trips, programs, bus duty, ISS, vision and hearing screenings, etc.)
9. Maintain student records.
10. Provide assistance to injured children following prescribed measures.
11. Write up classroom reports and office referrals from playground.
12. Promote a positive image of the district at all time.
13. Perform additional responsibilities as assigned.

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WORKING CONDITIONS:

Primarily classroom environments; may be 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.

1st Reading: April 12, 2004  
2nd Reading: May 10, 2004  
Approved: May 10, 2004  
Revised: March 12, 2007  
Revised: November 9, 2015