

Schedule: Monday through Friday (30-32 hours weekly)

Reports to: TK-Kinder team

Supervisor: School Director

JOB SUMMARY: Under general supervision, to assist in conducting positive learning experiences for students acquiring a second language, both English learners and Spanish learners. To perform a variety of clerical and supportive tasks for instructional personnel and to perform related work as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

- Assists instructional personnel with the development and presentation of learning materials and instruction.
- Instructs students individually or in small groups to reinforce and follow-up learning activity.
- Oversees and supervises students during classroom activities, at lunch and recess, on field trips, and during community-based instruction.
- Assists in the development of a variety of instructional materials.
- Maintains student records, attendance and files.
- Operates a variety of Instructional media, office machines and equipment.
- Maintains discipline and continues with instructional program in the absence of the teacher.
- Modifies materials and implements instructional and behavior management strategies for special education students in a mainstream setting.
- Performs other related duties as required and assigned.

REQUIRED QUALIFICATIONS:

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.

Knowledge of:

- A valid First Aid certificate issued by the American Red Cross, which includes CPR training
- TB Clearance
- General concepts of child growth and development and child behavior characteristics.
- Instructional and behavioral strategies used in controlling and motivating students.
- Spanish and English (Bilingual) usage, punctuation, spelling and grammar.
- Specific subject and content as required in job assignment.
- A variety of approaches for specific lessons and independent follow-up work.
- Technology, multimedia, and software applications desirable.

Ability to:

- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Be patient and flexible in making quick changes in a daily lesson for individual or total group.
- Provide feedback as to how the children are performing daily assigned tasks.
- Perform routine clerical work and basic arithmetic calculations.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment

Training and Experience:

Equivalent to completion of the twelfth grade. Paid or volunteer experience working with children in an educational or child care setting, that could likely provide the desired knowledge and abilities.

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.

Salary: Hourly Rate \$13-\$16

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature Date

Supervisor Name (Please Print)

Supervisor Signature Date