



- Assists in maintaining order among the children in the classroom or classroom setting.
- Monitors classroom activities when the teacher is absent from the room. Accompanies students going from one location to another. Exercises appropriate discipline procedures when applicable.
- Prioritizes tasks and exercises effective time management and organizational skills.
- Assists staff with the preparation of instructional and testing materials. Administers and scores tests, corrects papers, assists in preparation of graphic and written teaching materials.
- Performs a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades, taking roll, maintaining records and files, and typing classroom materials.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following health and safety rules.
- Assists teaching staff in assessing programs and materials to meet the needs of the children. Collects, assembles and distributes textbooks, learning package materials, supplies, equipment and other resource materials. Orders instructional materials and aids when necessary.

## **QUALIFICATIONS**

**Knowledge and Skills:** Basic knowledge of child guidance principles and practices. Requires the knowledge and skills to perform the specialized duties of working with students with specific needs. Requires strong communication skills to interact with students, teachers, parents, and other faculty and staff. Must have knowledge of: 1) Basic subjects taught in the District schools, including math, written language, reading, and spelling, 2) Safe practices in classroom and other activities. Knowledge of School/District behavioral expectations.

**Abilities:** Must be able to recognize and work within the limitations of students with special needs. Incumbents must be able to demonstrate understanding, patience, and empathy for the special needs of students. Requires the ability to understand and follow oral and written directions. Communicates effectively both orally and in writing with students and adults. Establishes and maintains effective working relationships with others. Supervises and disciplines students according to approved policies and procedures. Operates instructional and office equipment. Learns the methods, procedures, functions and limitations of assigned duties.

**Physical Abilities:** Normally works in a classroom setting with minimal exposure to safety or health hazards. May require arm, hand, finger dexterity to operate keyboard, typewriter or other office equipment. Requires good hearing and speaking ability to communicate with staff and children.

**Education and Experience:** Any combination equivalent to graduation from High School. Specific experience in working with children in a classroom setting or other organized setting is required

**License or Certificate:** Applicants should have a current First Aid and CPR certificate.