



**JOB DESCRIPTION**

<b>Job Title</b>	General School Assistant
<b>Department</b>	Elementary Schools
<b>Reports To</b>	Building Principal
<b>Classification</b>	Hourly Classified
<b>Location</b>	District Elementary School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The General School Assistant provides instructional assistance to teachers of students within a wide range of abilities, group sizes, and activities; provides behavior management support; provides clerical assistance; checks and records student work; assists in the library, front office, and other areas of the school as needed.

**Essential Job Functions**

- Works with teachers to support classroom management, develop student skills and provide instructional support during a wide variety of activities and subjects and across varying student ability and group sizes.
- Supervises students during structured classroom times and unstructured times, such as recess, meal times, and bus pickup/drop-off as well as during assemblies, transitions, evacuations, and for short periods during teacher absences.
- Assists in the office with attendance, reception, and clerical duties as needed.
- Provides basic personal, first aid and medical care to students as trained and directed.
- Administers medications as trained and directed.
- Supports students in crisis and other crisis team members.
- Provides playground supervision and ensures safety, order, and fair play rules are observed. Maintains and distributes playground equipment, and inspects playground for safety and other concerns. Uses cones for marking safety concerns, and returns cones.
- Assists in the library with general duties and assists children and staff in retrieving or returning library materials.
- Documents student injuries and infractions
- Use email to communicate with staff and receive district information.

### **Ancillary Job Functions**

- Assists with special school events which may require flexible hours
- Set up and operate Audio Visual equipment
- Attend meetings and trainings as needed.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Must meet Every Student Succeeds Act standards for certification (federal or district).

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in typing, computers, word processing, and duplicating machines.
- Experience working with groups of children and using effective discipline methods.
- NVCi trained
- Familiar with PBIS and able to teach and train others in those expectations.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to guide and supervise groups of children.
- Ability to manage children's behavior in small and large groups.
- Ability to maintain professional demeanor and resilience in response to student words and actions.
- Knowledge of the educational process.
- Ability to be flexible and adapt to changing situations.
- Able to operate a variety of office equipment, including copier, fax, computer, laminator, and binder.
- Demonstrates an understanding and use of equitable and culturally responsive practices

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom/office environment and moderate noise levels.
- May be exposed to a variety of weather conditions as required by playground and bus supervision.

- May be exposed to a variety of terrains when navigating the playground and parking lot as required by playground and bus supervision.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Occasionally may be required to lift, carry, grasp, push, reach, or stoop/kneel.