



JOB DESCRIPTION

Job Title	Skill Center Assistant
Department	Secondary Schools
Reports To	Building Principal
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	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 role of the Skill Center Assistant is to follow plans and monitor an individualized program for each student assigned to the Skill Center and to tutor those students who choose to use the Skill Center.

Essential Job Functions

- Follow plans and administer Skill Center program services and materials.
- Monitor individualized programs for each student assigned to the Skill Center based on teacher or counselor recommendation.
- Administer tests as requested and return materials to appropriate teacher.
- Coordinate Skill Center activities with classroom teachers, counselors, and parents.
- Supervise student activities and the Center.
- Maintain and disseminate information of the Skill center services to the building faculty.
- Maintain records of pupil services rendered.
- Refer students to other school personnel with appropriate.
- Provide information to parents as requested by school personnel and/or family.

Ancillary Job Functions

- Supervise students during in-school suspensions.
- 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.
- Knowledge of basic core classes such as Math, English-Language Arts, Science, and Social Studies.

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

- Completion of a recognized training in computer programs, such as Microsoft Word, Excel, Access, and Outlook.
- Prior experience working with teens in an educational setting.

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

- Knowledge of basic core classes such as Math, English-Language Art, Science, and Social Studies.
- Ability to maintain accurate records.
- Ability to establish rapport with teenagers.
- Ability to maintain student control and make proper referrals.
- Ability to relate to staff and parents in varying capacities while working with students.
- Strong organizational skills.
- Excellent organizational and communication skills.

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

- Normal classroom/school environment.
- Moderate noise levels.

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.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and hear.
- May occasionally be required to grasp, push, and reach when moving/operating classroom equipment and materials.