

PROFESSIONAL STAFF POSITION

TITLE:	21 st Century Instructional Support
QUALIFICATIONS:	<ol style="list-style-type: none">1. High school diploma2. Designated Highly Qualified per NCLB regulations established through attaining 48 college credits, an Associate's Degree, or higher, or passing the ETS ParaPro Assessment. Staff hired prior to January 8, 2002 authorized to attain Highly Qualified status through the portfolio Assessment process3. Ability to assist in maintaining a positive learning environment4. Ability to assist in motivating each student to acquire knowledge of scientific facts and principles during the enrichment component aligned with the STEM theme5. Strong interpersonal and communication skills
REPORTS TO:	Supervisor of Before/After School Programs and Site Coordinator/Certified Classroom Teacher
SUPERVISES:	Designated Students within the program
JOB GOAL:	Responsible for assisting in maintaining a positive learning environment within the classroom and assisting the classroom teacher in facilitating activities and lessons related to the Community Learning Center as set forth in the 21 st Century Community Learning Center Grant.
RESPONSIBILITIES AND DUTIES:	<ol style="list-style-type: none">1. Responsible for the assisting in the management of a classroom in the 21st Century Community Learning Centers program in accordance with law, administrative code, Board Policies and regulations, and grant specifications.2. Ensure students are in assigned classrooms, have signed in, and take attendance to the office3. Responsible for assisting the classroom teacher in implementing an hourly homework tutorial program to assist after school students with assignments, projects, assessments, study groups, etc.4. Assist in the implementation of an hourly enrichment class on a daily basis in: language arts, mathematics, STEM, social emotional learning, and physical education

5. Distribute daily snacks to each student in their assigned class and organize the cleanup of the immediate area in the cafeteria
7. Responsible to become familiar with 21st Century Crisis Plan
8. Responsible to implement a daily recreation class that is STEM related such as Media, Lego Robotics, K'NEX, Life Skills, etc.
9. Performs such other duties as may be assigned by the Supervisor of Before/After School Programs or Site Coordinator

**TERMS OF
EMPLOYMENT:**

Hourly position sustained through 21st Century Grant.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.