

Job Description

SHAWNEE PUBLIC SCHOOLS
Super, Powerful, Sharp Kids (SPS Kids)
A 21st Century Community Learning Center Grant

Job Title: After-School/Summer Program Teaching Assistant

Qualifications:

Training or Experience Required: Previous work or volunteer experience with elementary age students preferred. Must have sufficient skills in math or reading to assist students with grading and individual tutoring. Computer experience preferred.

Purpose Statement: The job of the After-School/Summer Program Teaching Assistant was established for the purpose(s) of performing entry level to semi-skilled level duties under general supervision to assist the teacher provide teaching environment to improve and develop the students social, communication, and intellectual skills.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, laminator, duplicator, CRT/computers (no software experience).

Reports To: Certified Teacher and SPS KIDS' Program Site Coordinator

Contact with Others: An incumbent in this position has some public contact with members of own staff or district. Some interpersonal interaction or communication is required outside of the specific classroom environment with other staff and parents.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies, inclusive of the District Exposure Control Plan for Bloodborne Pathogens, to reduce accident or injury to self or to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative and effective problem solving are important to the success of

the position. Must be able to cooperate with other staff members and have a positive attitude towards staff, students, and the public to enhance educational goals.

Complies with Shawnee's Mission Statement in which students are to be provided with skills, knowledge and attitudes to become lifelong learners, complex thinkers, and responsible citizens in an ever changing global society.

Essential Job Functions:

Assists with instruction and activities for individuals or for groups as assigned by teacher. Assists students in instructional settings, off-campus activities and during non-instructional activities such as recess, assemblies, emergency drills, lunch periods, etc. On occasion may supervise the class in teacher's absence.

Prepares, creates, and/or adapts instructional materials as directed by teacher. Assists students with assignments. Sets up and operates equipment for instructional purposes.

Serves as chief source of information and assistance for substitute teachers.

Assists teacher with student behavior management strategies. Restrains out of control students when necessary. Alerts teacher to special needs of students.

May take attendance; complete necessary paperwork and other records for students as directed by teacher.

May assist student with personal care needs. May assist with minor first aid.

Performs housekeeping duties within the classroom to ensure it is neat and clean. May assist students in boarding and getting off bus.

Operates photocopier, laminator, duplicator. May operate computer. Assists teacher in obtaining supplies necessary for scheduled activities: i.e. paints, brushes, construction paper, science supplies, etc. Assists teacher with compiling student's work to send home in daily and/or weekly folders. Assists with parent communication as requested, and directed by Teacher.

May assist with playground, hallway, and cafeteria duties as needed.

Must maintain confidentiality of all students.

Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

This job requires frequent bending/stooping and occasional to frequent squatting/crouching, reaching above the shoulder, and pushing and pulling. There is occasional lifting up to 45 pounds to assist the lifting of chairs, classroom equipment and supplies. The incumbent must have the dexterity to operate keyboards, computers, copy machines, and other office/instructional machines. Must be able to supervise students in the classroom and outside. Must be able to communicate with student and parents. Must be

able to get around the classroom, media center, cafeteria, campus, etc. Must be able to assist students with normal activities.

Must be willing to create lesson plans for and present video lessons (including Zoom Meetings, YouTube Videos, Google Classroom, etc.) during hybrid and virtual/distance learning opportunities if needed. May be required to gather and distribute family packets as needed.

Terms of Employment: After the school day and/or summer school as per the 21st Century Community Learning Center Grant.

Evaluation: Performance of this job will be evaluated in accordance with 21st Century Community Learning Grant.