

JOB DESCRIPTION

TITLE ASSISTANT/ GENERAL INSTRUCTION & OFFICE
TEENAGE PARENT PROGRAM

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal State or local academic assessment (<i>ParaPro Assessment</i>) knowledge of, and the ability to assist in instruction, reading, writing and mathematics, as appropriate and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (i.e., ability to use e-mail.)
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memoranda. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.
Mathematical Skills	Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
Certificate/License	Must possess or obtain a Commercial Driver License (CDL) within three (3) months.
Reasoning Ability	Ability to define problems, collect data and draw valid conclusions. Ability to use good judgment in solving problems involving a few concrete variables in standardized situations.
Physical Demands	The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance,

and stoop, kneel, crouch or crawl. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO School Principal

GENERAL RESPONSIBILITIES

1. Assumes instructional duties (under supervision of a teacher) and support duties as designated by the Principal.
2. Operates the program's van in order to transport students to and from medical appointments.

SPECIFIC RESPONSIBILITIES

1. Conducts small group instruction.
2. Implements instruction and conducts pupil assessment under the supervision of instructional/administrative staff member.
3. Supervises children in specified situations, e.g., classroom, field trips, etc.
4. Performs support duties for teachers such as material production, filing and grading.
5. Performs clerical duties including typing, filing, mailing and receptionist functions.
6. Operates technical equipment including but not limited to computers, copiers, overhead projectors, laminator, and VCR's.
7. Drives student to and from medical appointments or to field trips with the school van.
8. Performs other duties as assigned by the Principal.