

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 Principal

GENERAL RESPONSIBILITIES

1. Assumes instructional and support duties as directed by the Principal.

SPECIFIC RESPONSIBILITIES

1. Assumes duties of a substitute teacher when needed.
2. Conducts small group instruction.
3. Performs tutorial duties as needed.
4. Implements instruction and conducts pupil assessment.
5. Performs support duties for teachers as directed by the building principal
6. Assumes clerical duties as directed by the building principal.
7. Supervises children in specified situations: i.e. playground, lunchroom, media center and Driver Education.
8. Performs other duties as assigned.