



QUALIFICATIONS

- Ability to work with school aged children with varied backgrounds.
- Excellent human relations skills.
- Excellent organizational and communication skills.
- Knowledge of developmental stages of children.
- Good oral and written communication skills.
- Good leadership and managerial skills.

ESSENTIAL JOB FUNCTIONS

- Implements instructional assignments forwarded by teachers in a professional manner.
- Maintains consistent order in the classroom.
- Disciplines students according to school rules and Board of Education policies.
- Regular on-time attendance.
- Performs related duties as assigned by the principal.

EDUCATION AND WORK EXPERIENCE

- High School Diploma required.
- Experience working with children.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.