

DONEGAL SCHOOL DISTRICT NOTICE OF VACANCY SUPPORT STAFF

Date Issued: 08/21/2025
Expiration Date: until position is filled

Position: Classroom Assistant- Kindergarten

Building: DPS

Term/Duration: Part-time position (5.5 hrs)
available for the 2025-2026 school
year, when students are in
attendance

Special Note: \$14.00/ hr

To be considered for a position, apply online using the link below.
<https://www.applitrack.com/donegalsd/onlineapp/default.aspx>

DONEGAL SCHOOL DISTRICT
POSITION MANAGEMENT GUIDE

TITLE: Classroom Assistant
DEPARTMENT: Support Staff
LOCATION: Donegal Primary School (Mount Joy)
REPORTS TO: Assistant Principal/ Teacher(s)

SUMMARY OF PURPOSE

This position is responsible for providing teachers with instructional and clerical assistance.

ESSENTIAL FUNCTIONS

- Supervise students, as assigned; refers discipline problems to appropriate personnel.
- Perform clerical tasks for teachers and classroom related tasks.
- Carries-out teachers' directions with respect to instructional support for students.
- Monitor the physical environment and report problems to appropriate personnel.
- Assist in the preparation of materials for students' use.
- Monitor students at bus stations when needed.
- Perform other duties which may be assigned by the teacher (s) or principal.
- Maintain an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.

MARGINAL FUNCTIONS

Marginal Functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position accomplishes most of its tasks through standardized operating procedures. Internal contacts include the teachers, students and the district office employees. The external contacts include parents and the general public.

MINIMUM REQUIREMENTS

This position requires an understanding of the processes and procedures of a school. A High School diploma or the equivalent is required as well as prior experience in dealing with students.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.

SPECIAL SKILLS

Proficiency with computers is preferred. Must possess some clerical skills. Must have excellent interpersonal skills using tact and diplomacy at all times. Confidentiality is essential. Must have the ability to listen, be patient and interact with students and have an understanding of child development.

PHYSICAL/MENTAL/ENVIRONMENTAL

- Physical
 - Sit: 20%
 - walk/stand 80%
 - Lifting: May lift up to 60 lbs.
- Mental - Ability to evaluate, interpret and analyze; written and verbal communications.
- Environment: Normal classroom environment.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.