EUCLID BOARD OF EDUCATION
JOB DESCRIPTION

Position: Elementary Program Assistant

Reports to: Program Coordinator/Principal

Employment Status: Regular/Part-time

FLSA Status: Non-exempt

Description: Assists Program Coordinator with supervision of students as assigned for before-school, after-school, recess and lunch time. Effectively manage the classroom and individual student behavior to maintain a good learning environment.

NOTE: The below lists are not ranked in order of importance

Essential Functions:
- Ensure safety of students
- Work with students both individually and in groups
- Use appropriate tone and language when addressing students and listen to student concerns
- Assist with restroom breaks, cafeteria needs, leading and monitoring of students through transition periods between each lunchtime activity
- Assist with supervison in before-school breakfast program and parking lot needs or after-school student supervision and parking lot needs
- Supervise students in playground areas and outdoor field areas by interacting with students; leading structure games and activities
- Organize and supervise students in lunch lines, dining habits, and orderly disposal of food, trays, etc.
- Assist in outdoor and indoor physical activities
- Promote good social relationships between children
- Assist with classroom management and student supervision
- Provide classroom support by working with assigned groups in cooperation with classroom teacher
- Provide additional support to principal, e.g. make copies, booklets, laminate materials
- Assist in the cleanup of the cafeteria, including but not limited to, wiping down all tables, sanitizing tables, sweeping cafeteria floor, putting equipment away
- Make contact with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records, free/reduced lunch forms
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Provide assistance to program coordinator

Other Duties and Responsibilities:
- Play learning games
- Prepare materials for recess
- Serve as a role model for students
- Administer first aid to students as necessary
- Perform correspondence, including reports and such other correspondence as may be required
- Perform other duties as assigned by the Program Coordinator and/or Building Principal
- Report health or behavior problems to the Program Coordinator or Health Monitor

Qualifications:
- High school diploma or general education degree (GED)

Required Knowledge, Skills and Abilities:
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic computer skills
- Ability to be flexible and adaptable to changing situations
- Student management skills
- Basic first aid

Equipment Operated:
- Computer
- Copy machine
- Printer
- Telephone
- Fax machine
- Calculator
- Typewriter
- Laminator
- Ellison machine

Additional Working Conditions
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days (except calamity days)
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent exposure to inclement weather while working outdoors with students
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds

Required Testing
None

Certificates
None

Continuing Educ./Training
Public School Works annually as directed by BOE

Clearances
Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

_____ _____

Signature Date

Adoption date: