



August 19, 2015

INTERNAL/EXTERNAL POSTING

POSITION: Student Resource Center (SRC) Supervisor

PLACE: Galesburg-Augusta Middle School

QUALIFICATIONS:

- Must have two years of college education, an associate degree, or demonstrated competency through the Work Keys test. Preferably hold a bachelor's degree in education.
- Preferably hold an active teaching certificate for the State of Michigan
- Strong background in English Language Arts and Math
- Have the ability to manipulate and enter data
- Must be familiar with or able to learn Google Docs
- Must have excellent communication skills
- Able to monitor student behavior

Wages: Hourly

Major Responsibilities:

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Teaches district-approved curriculum.
- Provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lessons into developmentally appropriate learning experiences.
- Models lessons for students.
- Uses effective Classroom Management techniques.
- Establishes, shares, and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children.
- Keeps appropriate records and files of completed assignments.
- Assist the administration in the compiling of teacher assignments for students assigned to the SRC room.
- Maintain effective written records for each student receiving services, including:
 - Specific data illuminating the academic deficiencies the student exhibits;
 - Data entry and reporting for discipline records.

- Work collaboratively in building and district initiatives which support continuous improvement for all students for all subjects.

Other Responsibilities:

Communication Skills

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

Mathematical Skills

- Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

Reasoning Skills

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective relationships with student, peers, and parents. Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 quiet to moderate. Duties are performed indoors and occasionally outdoors.

Application: Please apply online at: www.g-aschools.org.

This notice is posted August 19, 2015 and shall remain posted until filled.

Galesburg-Augusta Community Schools is an equal opportunity employer.

It is the policy of the Galesburg-Augusta Community Schools that no discriminatory practices based on sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

Complaints or inquiries related to discrimination should be forwarded to:

Superintendent of Schools

1076 N. 37th St.

Galesburg, MI 49053

269-484-2000

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