

| FNSBSD JOB DESCRIPTION                     |  |
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| <i>Job Title:</i> Charter School Assistant |  |
| <i>Supervisor:</i> Head Teacher            | <i>Classification:</i> Classified (ESSA) |
| <i>Days/Months:</i> 9 months               | <i>Grade:</i> 6                          |

### **Job Summary**

The charter school assistant works in coordination with other charter school staff at the direction of the head teacher on a variety of tasks related to the safe and efficient operations in accordance with the mission, philosophy, and foundation of the charter school.

### **Essential Job Functions**

Greets visitors, answers and directs in-person and telephone inquiries. Provides information to parents, students, teachers, and the public.

Administers basic first aid to students, as needed (i.e. ice packs, band-aids, incident documents, etc.).

Assists students with academic work, improvement of social skills, and in complying with positive behavior support plans.

Monitors students as assigned by the head teacher, to include detention, recess, lunch duty, bus duty, and classroom emergencies.

General cleaning of the building and grounds as needed, removing lunch trash, spill/accident clean up, sweeping/mopping/vacuuming common areas.

Prepares food according to planned menus and safe food handling procedures. Operates Point of Sale (POS) software, receives, records account deposits, and reconciles daily sales.

Helps to ensure the safety of students and staff in school-wide emergency situations. Helps to ensure evacuation and implementation of proper procedures during safety drills. Assists head teacher in communicating what to do during emergency situations to staff.

Assists with cleanup and repair of vandalism. Assists with minor building maintenance and repair. Moves heavy equipment and supplies when necessary. Assists with snow removal.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Standard office equipment, including computer, printer, copy and fax machines, other teaching related equipment, intercom, two-way radios, standard vacuum cleaners, brooms, mops, snow shovel, ladders, standard commercial kitchen equipment. May be required to use basic hand tools, snow blower, and snow-removal tractor.

### **Independent Decisions**

Makes routine job related decisions.

**Primary Working Contacts**

Daily contact with school and district staff, students, parents, and volunteers; frequent contact with the public.

**Responsibility for Cash, Equipment, Safety**

Safety of students under supervision in the classroom or playground. May be responsible for handling cash and processing daily deposits. Ensures the safe operation of kitchen equipment and maintenance of computer and all peripherals.

**Supervision Received and Exercised**

None given; supervised by the head teacher.

**Unusual Working Conditions**

Requires walking, standing, lifting, stooping as needed to provide health services for students. Potential exposure to infectious diseases when administering first aid. May be exposed to extreme cold temperatures during recess, bus duty, grounds cleanup, or school safety emergencies. In the kitchen, work is performed in a fast-paced and congested work environment. There are periods of above normal noise levels and temperature. Duties require daily lifting of food service product and equipment.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. High school diploma or GED equivalent.
2. One (1) year of solid work experience demonstrating reliability, ability to follow directions, work independently and exercise good judgment.
3. First Aid, CPR, and AED Certification within 45 days of employment; preference given to applicants who already hold these certifications.
4. Ability and willingness to assist in a variety of essential school tasks.
5. Experience working with students at the appropriate grade level.
6. Knowledge of standard office procedures, practices, and equipment.
7. Proven proficiency in oral and written communication skills in English.
8. Knowledge of de-escalation strategies.

9. Ability to relate and work successfully with students and adults.
10. Ability to work as a team in developing and delivering academic programs for students.
11. Demonstrated ability to assist students in one or more subject areas, i.e. reading or math.
12. Ability to deal courteously, firmly, and tactfully with students.
13. Ability to intervene in violent situations in an appropriate manner.
14. Ability to effectively handle stress, to defuse confrontations, and to proceed with authority and without supervision.
15. Depending on specific duties, a valid State of Alaska driver's license may be required.

The following is preferred:

1. One (1) year of experience working in a school environment.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**