



Pomperaug Regional School District #15

PAEP Job Description Manual

Title: P-2 General Assistant

Position Summary

Under the general supervision of the school Principal, the General Assistant supports the teaching and administrative staff by monitoring students, assisting in their instruction or performing clerical duties as assigned and in school activities, programs and operations as assigned.

Essential Functions:

- Receives and processes oral or written instructions from the supervising teacher(s) or respective administrator(s).
- Assists student(s), individually or in groups, with lesson or skill development assignment(s).
- Supervises student(s) during non-academic activities including lunch, recess, on field trips, in hallways, and during arrival/dismissal.
- Assists teacher(s) in the preparation of materials for instruction, including operating a variety of office equipment needed to copy and duplicate instructional and informational materials.
- Interact with staff, parents, students and community members with a welcoming and helpful demeanor.
- Performs other related duties, assignments and routine administrative functions as assigned by the Principal or designee.

Required Knowledge, Skills and Abilities:

The physical demands and environmental characteristics 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.

- High school diploma and 3-6 months of related experience or equivalent preferred.
- Must be mobile with the ability to get from one location in the school or work site(s) to other locations in the school or work site(s).
- Ability to sit or stand for long periods of time.
- Ability to lift and carry objects weighing thirty (30) pounds or less.
- Ability to perform manipulative tasks such as writing and typing.
- Ability to operate PC, and utilize modern technology and software applications.
- Exhibit effective communication skills with students, parents and staff.
- Ability to plan, prioritize, organize, and multi-task in a fast-paced environment.
- Ability and willingness to learn and develop skillset while applying new technology and software tools.
- Ability to distinguish between public and confidential information and handle appropriately both in and out of school.

Equipment Operation and Physical Requirements:

- Operate a range of standard office equipment, including personal computers, printers, scanners, digital communication tools and modern software applications.
- Ability to work in a setting subject to interruptions with heavy traffic flow and work volume.
- Must be able to sit or stand for extended periods, walk as needed, and comfortably operate various office equipment and digital tools.
- Ability to perform manual skills such as writing, collating, and typing.

Disclaimers:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the job description provided that such duties are characteristic of that classification. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.