

SOUTH EUCLID LYNDHURST CITY SCHOOLS JOB DESCRIPTION

Position: Building Assistant

Reports To: Principal

Employment Status: Full Time, 194 days

Classification: Classified VI

Description: To assist with the overall operation of the building under the supervision of the building administrators. Assistants must be apt in customer service and take directions well. This position comes with various duties and responsibilities in order to operate a student-centered environment.

Essential Functions and Responsibilities:

1. Serve as a role model for student in how to conduct themselves as citizens and as responsible individuals
2. Assists with the supervision and monitoring of students as assigned: cafeteria, studyhalls, hallways, playgrounds, restrooms, locker rooms, etc.
3. Assist with students in the classroom, assuring that the assigned student(s) are ontask, exhibiting appropriate behavior, and have needed learning materials
4. Implements office procedures and building policies as directed
5. Operates office equipment to complete approved tasks
6. Encourages students to set and maintain appropriate standards of school behavior
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
8. Assists in upholding and enforcing administrative regulations and Board policy
9. Assists students seeking assistance for illness or injury
10. Establishes and maintains cooperative relations with others
11. Assists teacher, when assigned, on completing special projects or tasks
12. Complies with the concepts outlined in the Board policies, Negotiated Agreement, and administrative instruction issued within the framework of assigned responsibilities
13. Performs other duties as requested by the administrative team

Required Knowledge, Skills, and Abilities:

- Excellent telephone demeanor, listening skills, professionalism, public relations and interpersonal skills
- Excellent communicator via email, phone, and in person
- Promote customer service-oriented environment
- Ability to maintain confidentiality
- Acceptance of diversity in all forms; cultural sensitivity
- Excellent organizational and time management skills
- Self-starter

Qualifications:

- High School Diploma or equivalent
- Experience working with parent and community groups/able to adapt to diverse communities
- Able to communicate effectively with students and colleagues
- Demonstrates tact and diplomacy and maintains confidentiality of information

Other Duties and Responsibilities:

- 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
- Ability to operate various office equipment
- Proficient with computer
- Perform other duties as assigned by the building principal/designee

Equipment Operated:

- Computer
- Multifunctional /printer/scanner/copier
- Electronic communication devices

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequent repetitive hand motion, e.g. computer keyboard, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/designee.

Superintendent or designee

Date

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