

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree from a Professional Standards Commission approved accredited college or university in relevant educational field required.

CERTIFICATES, LICENSES, PERMITS:

Valid Professional Standards Commission approved certificate in appropriate educational field at level T-4 or above required.

Valid Professional Standards Commission approved subject-specific endorsements required.

PERFORMANCE FACTORS:

Physical Capabilities: Having the ability to talk, hear, see, crouch, reach, stand for sustained periods of time, walk for potentially long distances, push or pull with up to 10 pounds of force, grasp, feel, work primarily with fingers when needed, perform repetitive motions of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, harmonious relationships with co-workers, students, parents, the community and the public. Ability to be flexible relative to daily routines and to demonstrate sensitivity to the differences among diverse populations. Ability to maintain composure in stressful situations.

Mental Capabilities: Ability to maintain concentration in the presence of frequent distractions and to manage multiple tasks simultaneously with only few or no errors. Ability to prioritize tasks when short or unexpected deadlines are presented and make appropriate business decisions and complete work tasks without being given precise directives as to the work steps or the final project.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product. Ability to prioritize and simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attendance: Being at work on all scheduled days unless sick or receiving prior approval for personal or vacation leave. Arriving on time each day for work and for meetings you are to attend.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.