

EDUCATIONAL SUPPORT ASSISTANT - ELEMENTARY

The Educational Support Assistant in the elementary school is directly responsible to the building principal.

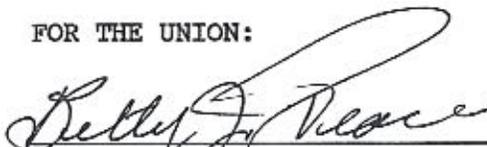
The duties and responsibilities of the educational support assistants are as follows and are intended to provide general direction:

1. Will assist in monitoring students as they enter and exit the building;
2. Will assist in monitoring students during breakfast and lunch with the building monitorial aides;
3. Will give directives to students regarding clean-up procedures during breakfast and lunch;
4. Will assist in general office duties when requested, but will not substitute for an absent secretary;
5. Will assist in building attendance procedures;
6. Will assist the principal in monitoring inventory of instructional materials, staffing building book and/or supply room, furniture, equipment, etc.
7. Will reinforce instructional concepts in groups of no more than six (6) students when requested by principal;
8. Will assist in the computer room, if requested;
9. Educational support assistants will not serve as a substitute teacher, but may monitor classes for a short period of time in the event of an emergency or later arrival of a substitute teacher.

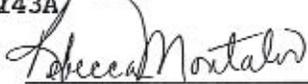
STUDENT DISCIPLINE PROCEDURES WILL BE ENFORCED.

The duties and responsibilities of the educational support assistant shall include any combination of those duties outlined previously and any other authorized duties in compliance with the AFSCME 1143-A Agreement which may be assigned by the building principal.

FOR THE UNION:


Betty Peace, President
Local 1043A

Attest:



Date:

2/16/94

FOR THE ADMINISTRATION:


L.A. Markasky
Business Manager

Attest:



Date:

2-8-94