



Job Title: **Title 1 Assistant - Elementary**

Department: **Copperview/Sandy/East Midvale/Midvale**

Supervisor: **Principal, and Counselors or Classroom Teacher**

Lane Placement: **ESP Lane 2**

Schedule: **Varies**

Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of Title I facilitator and in cooperation with a regular classroom teacher, the Title I Assistant tutors eleven to thirteen students in a remedial reading program on a daily basis. Position includes assisting in test administration, evaluation, use of new teaching techniques, and preparation of materials for teaching.

ESSENTIAL FUNCTIONS

- Tutoring below grade level students with reading skills (e.g. phonics, various specifics in comprehension, word study skill, structure and other related activities).
- Prepares teaching lessons as assigned by teacher.
- Attends in-service workshops.
- Assists in the evaluation and testing of students by administering both written and oral tests under the direction of a certified teacher.
- Utilizes teaching techniques and materials that were presented at in-service workshops or suggested by Title I specialists.
- Tutors a group of three to four students for 43 minutes, each group for four consecutive periods every school day.
- May assist teacher/counselors/office staff by preparing materials/facilities for variety of areas throughout the school to include but not limited to the following: making copies, correcting papers, bulletin boards, assembling art materials, maintain/run Ednet systems, track testing processes.
- May assists in instruction of students and other classroom activities as needed (e.g. classroom, playground, copy room, computer room, and lunch room).
- Assists in general clerical duties as needed.
- Computer work including; data entry, research, etc.
- Work collaboratively in a team environment.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires Associates Degree or Para Pro Praxis Equivalent.
- Prior work experience with students in a classroom setting is preferred.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Job requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.
- Strong computer software skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Incumbent may oversee activities on the playground in all weather conditions and must remain alert to possible hazards.
- Requires ability to lift a minimum 20 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/10/2020