



Job Title: **School Support Assistant**

Department: **School**

Supervisor: **Principal, Counselor or Classroom Teacher**

Lane Placement: **ESP Lane 2**

Schedule: **Varies** Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the principal and licensed teacher, the School Support Assistant will work under the directions of a certified administrator, counselor or teacher in developing, delivering, and evaluating high school, General Education Development (GED) literacy, and life skills curriculum. A School Support Assistant may also assist the school and staff in daily departmental functions, maintains computer and other records and operates and maintains office machines. The assistant will also support telephone calls, deliver messages and provide routine information and direction to staff and visitors.

ESSENTIAL FUNCTIONS

- 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, track testing processes.
- May assist office staff by preparing materials/facilities for variety of areas throughout the school.
- Maintain and monitors accuracy of computer and other records.
- Must demonstrate competence working a computer and programs (Microsoft Office).
- Access, retrieve and enter data into the Skyward system.
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Replies in a timely manner to phone, written and in-person requests for information.
- Assists in general clerical duties as needed. (e.g. filing, processing data, directing telephone calls)
- Must demonstrate basic competence in reading, writing and basic math.
- Job requires the ability to organize.
- Analyzes, summarizes and/or reviews data; report findings, interprets results and/or makes recommendations.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Ability to prioritize projects.
- Maintain confidentiality.
- Participate in training sessions when assigned.
- May use electronic equipment to communicate with department employees.
- May tutor students individually or in small groups.
- May administer tests under the direction of a teacher/counselor.
- Complete all paper work as required by the school to maintain accurate files.
- Enroll and monitor student attendance and ensure classes are properly maintained.
- Create an appropriate design and well organized classroom environment for students.
- Resolve problems relating to individual student needs and behaviors.
- Demonstrate competency in working effectively with the school's staff and students.
- Consistently accept guidance and advice from the assigned certificated administrator, Senior IA, counselor or teacher.

- Demonstrate autonomy within guidelines provided by the certificated administrator, counselor or teacher.
- Must be able to show skills in effectively and cooperatively leading and teaming with other classrooms and school staff.
- Effective written and oral communication skills.
- Assists in organizing materials, equipment and services in the LMC (e.g. processing new materials, scheduling audio-visual equipment, cataloging LMC materials and sorting of LMC materials).
- Assists in preparation of overdue notices and collection of fines.
- Types LMC work orders for equipment repairs.
- Batch loads MARC records.
- Trains and supervises student library media assistants.
- Enters student data into computer at beginning of each school year.
- Assists students and teachers in locating LMC materials and in the use of automated catalog and computer search stations.
- Assists in the circulation of LMC materials and equipment.
- Checks for damaged and missing items when returned.
- Shelves books, periodicals, and audio-visual materials. Checks shelves periodically to assure items have been properly placed.
- Assists in producing visual materials (posters, transparencies, laminations) for staff and other school needs.
- Helps in decorating the LMC bulletin boards and displays.
- Makes copies of printed materials, video and audio tapes. Monitors copyright restrictions. Helps students copy LMC materials.
- Makes repairs to books and other LMC materials.
- Replaces projector lamps.
- Assists with use of in-house video systems.
- Assists with LMC inventories.
- Maintains LMC when LMS is absent.
- Helps keep LMC clean and orderly
- Performs clerical duties as requested by LMS.
- Assist the community at large as a liaison between home and school.
- Assists department in making appointments.
- May assist with schedule changes and new student schedules or classroom assignments.
- Interacts with students, parents, teachers, counselors and administrators in reference to student schedules.
- May assist with student medications.
- May assist with school purchasing.
- Maintain district assets including additions, deletions, surplus, sold items, items sent for repairs and unaccounted for items.
- Assign bar codes to fixed assets at the schools/ district sites, as applicable.
- Coordinate the annual physical inventory throughout the school.
- Produce all reports and supporting documentation for furniture and equipment, construction in progress, buildings and land for fiscal year annual audit.
- Incumbent may oversee activities on the playground in all weather conditions and must remain alert to possible hazards.
- 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 FUNCTION

- Other duties as assigned.
- Participate in all school events, conferences, programs as required by the principal, and all other duties as assigned to include assisting with scheduling, and printing manuals.

- 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 High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- 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.
- Must be competent in reading, writing, math and interpersonal skills.
- Incumbent must be fingerprinted and clear a criminal background check.
- 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.

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:

- Must be able to physically meet the demands encountered in the specific classroom assignment (lifting, managing challenging behaviors of students, and working in stressful situations).
- Requires ability to lift a minimum 20 pounds.
- Incumbent may oversee activities on the playground in all weather conditions and must remain alert to possible hazards.
- Must pass corrections minimum background checks and physical requirements.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of twenty (20) 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