

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

JOB TITLE: SHINING STARS / CARES CLUB ASSISTANT

SUPERVISOR: Shining Stars and Cares Club Directors

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Good verbal and written communication skills
3. Neat, responsible, punctual, dependable
4. Willing to learn, accept direction, accept change, be creative, be a self-starter
5. Be sensitive to needs of students and be able to relate well with students & staff
1. Maintain current TB testing as required by Health Department regulations

ESSENTIAL DUTIES:

1. Monitors students within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
2. Provides assistance and instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and ensuring students' success in school.
3. Prepares classroom materials and activities for Shining Stars.
4. Assists with preparation of activities for grades K-5.
5. Performs the duties of the Shining Stars and Cares Club Directors in their absence.
6. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
7. Demonstrates dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
8. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.
9. Ability to work directly with children on a daily basis.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
2. Ability to move, lift, pull or push objects.
3. Remains attentive to students while working in noisy, crowded environments with numerous interruptions.
4. Requires regular attendance and/or physical presence at the job.

TERMS OF EMPLOYMENT: At will

EVALUATION: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013