

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

JOB TITLE: CARES CLUB DIRECTOR

SUPERVISOR: Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

QUALIFICATIONS:

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

ESSENTIAL DUTIES:

1. Communicate with support personnel and parents for the purpose of assisting in evaluating student progress.
2. Maintain manual and electronic files/records for the purpose of recording student information; and/or meeting mandated requirements.
3. Hire, train, and supervise Aides in the Cares Club room.
4. Send billings, collect and receipt all fees and transfer funds to school office for deposit in order to maintain accountability of funds.
5. Monitor 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.
6. Provide 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.
7. Prepare information and reports as required for the purpose of complying with state and local regulations.
8. Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
9. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
10. Demonstrate dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
11. 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.
12. 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. Requires the 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