

DELRAN TOWNSHIP SCHOOL DISTRICT

Classroom Management Assistant

Reports To: Teacher, Principal

Summary:

Provides assistance to the classroom teacher in managing student activities, and preparations for activities. The Board of Education believes that kindergarten class size is vital to successful learning. In order to help district pupils achieve in kindergarten, the board directs the chief school administrator to develop a program to assist the kindergarten teacher.

The classroom management assistance program will be instituted at each kindergarten when enrollment reaches 23 children on roll with a specific teacher.

The program will remain in effect until a decline in enrollment reaches 20 students on roll with a specific teacher.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Assist teacher with arrival of class and homeroom duties.
- Assist teacher in setting up and taking down materials needed for activities.
- Assist in maintaining order in the classroom.
- Assist in getting class to special classes.
- Provide other forms of assistance as requested by the teacher.
- All other duties as assigned by your immediate Manager and/or Superintendent.

Supervisory Responsibilities:

Assists teacher in the supervision of students.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED) and have extreme patience necessary for dealing with children.

Language Skills:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities:

Ability to work with emotionally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to bend at the neck more than the average person. Specific vision abilities required by this job include close vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. Occasionally will assist in physical management of students. The employee may push or lift up to 50 lbs. such as boxes of books, and AV/computer cards.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee must work with public and other staff, continuously meeting multiple demands from several people.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.