

ENRICHMENT ASSISTANT/COORDINATOR

Purpose Statement

The job of Enrichment Assistant/Coordinator was established for the purpose/s of instructing students through enrichment activities and assisting students in performing their academic studies.

This job is distinguished from similar jobs by the following characteristics: Must have earned a minimum of 65 semester hours of college work from an accredited institution of higher education.

This job reports to Principal

Essential Functions

- Adapts assignments and/or materials as directed by certified teacher for the purpose of providing an opportunity for success for all students performing at different learning levels.
- Confers with teachers for the purpose of providing information related to the student's progress and gain information to assist with lesson design.
- Implements lessons for the purpose of assisting students in achieving their academic and social objectives at a higher level of thinking.
- Instructs students in a variety of activities in individual and small group settings for the purpose of reinforcing instructional objectives and ensuring students success in school.
- Maintains instructional materials and/or student files/records (e.g. duplicating instructional materials, checking/grading papers, attendance, audio visual equipment, set up art/science projects, etc.) for the purpose of ensuring availability of items for instruction and/or providing reliable information.

Other Functions

- Performs other duties as assigned by supervisors for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices, operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; and stages of child development.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining a positive, nurturing attitude; maintaining confidentiality; working as part of a team; and working with constant interruptions. Creative thinking and understanding of Webb's Taxonomy is preferred.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 45% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

1/3/2007

Salary Grade

Classified 40

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____