

THE LIGHTHOUSE SCHOOL
JOB DESCRIPTION

Position:	Kindergarten Aide
Direct supervisor:	Kindergarten Teacher
Supervised by:	The Lighthouse Director
Supervises:	Non-supervisory role
Representation:	Oregon School Employee Association – OSEA Chapter 160

JOB CHARACTERISTICS:

Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds. Assist in the organization and implementation of appropriate instructional programs in an elementary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school. The Kindergarten Aide is responsible for assisting the Kindergarten Teacher in the education of assigned students and will be expected to create a class environment which encourages both academic and personal growth.

ESSENTIAL FUNCTIONS: may include but are not limited to the following:

Instruction: Assist in lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.

1. Assist the Teacher with lesson plans that help students to develop not just mentally, but physically and emotionally.
2. Assisting the teacher with standard housekeeping tasks like taking attendance, collecting homework, and recording grades.
3. Establish and communicate clear objectives for all learning activities.
4. Help the teacher prepare and set up materials and information for lessons.
5. Reinforcing lessons and providing students assistance as they complete classwork, including small group or one-on-one help.
6. Provide direct and indirect instruction.
7. Instruct and monitor students in the use of learning materials and equipment.
8. Utilize relevant technology and other technological classroom support equipment in student instruction.
9. Assist in the long and short-term planning addressing individual needs of students.
10. Assist in preparing students adequately for all required assessments.
11. Provide an inviting, exciting, innovative learning environment.

Communication: Ability to communicate effectively both orally and in writing.

1. Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility.
2. Communicate necessary information regularly to students & colleagues, deferring to the teacher for parent communications.
3. Assist the teacher in designing, creating and implementing a weekly newsletter for parents to communicate classroom activities, homework, expectations and upcoming events; such as field trips, conferences, and in-service days.
4. Ability to communicate with vendors and represent the school in a professional manner when scheduling events, field trips, etc.

Classroom Management: Engage in effective and appropriate classroom management.

1. Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
2. Maintain discipline in accordance with the rules and systems of the school.

Student Evaluation: Observe, Evaluate, and report on student performance, progress and development.

1. Assist in the evaluation of student progress and provide appropriate feedback on work to the teacher.
2. Assist the teacher in grading class work, homework, tests and assignments.
3. Encourage and monitor the progress of individual students and use information to adjust teaching strategies, as directed by the Kindergarten teacher, Director, or Curriculum Coordinator.

Professional Expectations: Actively engage and participate in professional growth opportunities.

1. Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings, as needed or requested.
2. Encourage parent and community involvement and obtain information for parents when requested.
3. Promptly return phone calls and answer emails, as directed by the Kindergarten Teacher.
4. Accept and incorporate feedback and coaching from administrative staff, and the Kindergarten Teacher.
5. Keep current on professional development requirements.
6. Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
7. Perform other duties as assigned in accordance with the essential functions of this position.

EDUCATION/CERTIFICATION:

High school Diploma or GED
First Aid and CPR certification, or the ability to become certified.

QUALIFICATIONS/TRAINING

1. Ability to pass criminal background investigation.
2. Demonstrated professional communication skills.
3. Demonstrated professional social skills.
4. Demonstrated ability and experience to engage the interest of school-age children.
5. Demonstrated ability to work with diverse children, including those with special needs.
6. Teaching experience in a public or private school.
7. Demonstrated ability to work well with parents.
8. Demonstrated ability to work effectively as a team member.
9. Demonstrated ability and proven ability to report to work on a regular and punctual basis.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Spends the majority of the day standing and sitting in the classroom. While standing the teacher will frequently hold light objects they are working and demonstrating, etc. These can be held from waist level to slightly above the teacher’s head. Teacher must be able to walk through the classroom and be able to maneuver in tight spaces between desks. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day. The chalkboard or white board is occasionally to frequently used which can require grasping the chalk or marker or eraser, reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look back at class.

Teachers may be required to do playground/yard duty, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6” curb.

The teacher may use computers, overhead projectors, TV, VCR, etc. which would require a 10 pound force to push or pull the TV/VCR stand. The overhead projector requires 5 pounds of force to move. When working with equipment it may also be necessary to forward bend, squat, and/or kneel.

The teacher often moves children’s desks and chairs to change the layout of the classroom to influence teaching situations. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to the classroom up to 200 feet away.

The teacher must sit on an occasional basis when developing lesson plans, grading, etc. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step- ladders or chairs.

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, and noise level is moderate to loud.

Moderate to high stress level

TERMS OF EMPLOYMENT: Days and salary to be determined by the School Board.

These performance responsibilities will be used as the basis on which recommendations for hiring for the next school year are made. They are to be read and signed by the employee and director/supervisor. The director/supervisor will evaluate each employee's performance on the performance responsibilities for each evaluation period. The director/supervisor and employee will review and discuss the evaluation, and both director/supervisor and employee will sign when completed. The employee may write any comments he/she cares to make on the evaluation form.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Salary:

30 to 40 hours per week depending on the needs of the school

Monday through Friday

some evenings and weekends will be required

Hours will vary between 7 am – 4:30 pm and will be determined by the needs of the day

Salary range DOE, per the collective bargaining agreement:

KINDERGARTEN AST	\$15.34	\$15.80	\$16.27	\$16.76	\$17.26	\$17.78	\$18.31	\$18.86	\$19.43	\$20.01
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