

## JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

<b><u>JOB TITLE:</u></b>	Resource Aide – High School
<b><u>REPORTS TO:</u></b>	Division Chair
<b><u>REQUIREMENTS:</u></b>	Bachelor's Degree Teaching Certificate in specified area preferred Flexibility Experience working with students
<b><u>WORK YEAR:</u></b>	10 month

### RESPONSIBILITIES/DUTIES

#### ESSENTIAL JOB FUNCTIONS:

1. Assist students build their skills in the specific academic area in one-to-one and small group setting.
2. Work with students in a tutorial setting to improve skills.
3. Oversee the day-to-day operation of the Resource Center.
4. Maintain communication with classroom teachers in order to have an awareness of student expectations, assignments and teaching strategies.
5. Facilitate student learning in the content area.
6. The Mathematics resource specialist will focus on students' mathematical skill development and problem solving.
7. The English resource specialist will focus on students' literacy strategies and skills.
8. Help students develop learning strategies for success.
9. Provide encouragement/support/motivation for students.
10. Facilitate student learning in the content area.
11. Maintain sign-in book for attendance purposes.
12. Monitor makeup tests and quizzes.
13. Maintain a positive study environment.
14. Maintain appropriate reference library.
15. Work with students on organizational and study skills.
16. Meet with classroom teachers as needed.
17. Meet regularly with Division Chair.
18. Compile tutorial center records at end of each semester.
19. Monitor use and maintenance of computers in tutorial center.
20. Other duties as assigned by department chair/building administrator.

## PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

## TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

## ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_