TITLE: ESP Assistant

QUALIFICATIONS: 1. High School Diploma

2. Eighteen years of age

REPORTS TO: Principal, ESP Site Charge Person or Site Director, ESP Director

JOB GOAL: To ensure that each ESP student is provided the richest extended school experience and safest environment possible

PERFORMANCE RESPONSIBILITIES:

1. Assists in daily operation of the Extended School Program
2. Assists in maintaining the daily attendance reports
3. Assists in coordinating the distribution of snacks/lunches
4. Assists with parental/guardian drop off/pick up of children
5. Completes clerical tasks
6. Organizes various activities
7. Assists with field trips
8. Serves as the chief source of information and help to any substitute assigned in the absence of the regular assistant
9. Alerts person in charge to any problem or special information about an individual student.
10. Maintains the same high level of ethical behavior and confidentiality of information about students/personnel that is expected of fully licensed teachers
11. Prepares for group assigned and shows written evidence of preparation upon request of immediate supervisor
12. Supervises ALL students at ALL times
13. Participates in in-service training programs, as assigned
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
15. Maintains complete, accurate records as required by law, system policy, and administrative regulation
16. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the group/s, develops reasonable rules of

student behavior and procedures, and maintains order and discipline in a fair and just manner

17. Conducts, conferences with students, parents, and other staff as needed

18. Strives to maintain and improve professional competence

19. Attends staff meetings and serves on staff committees as required

20. Assumes other duties as assigned by appropriate administrative personnel

TERMS OF EMPLOYMENT: Twelve month year, part time. Salary and work year to be established by the. Board.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____