

Jordan School District

EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: **Rotation Assistant I (O62) - II (O63) - III (O64)** Job Family: 4
 Department: District Schools Lane Placement: I-3, II-4, III-5)
 Supervisor's Title: Principal, Classroom Teacher, Specialist Contract: Hourly
 FLSA Classification: Non-exempt Hours per day: Part time
 Original date: 07/83 Revised: 07/13 Revised: 08/25 Revised: _____

GENERAL FUNCTION

Under the supervision of the elementary principal, licensed teacher or teacher specialist, the **Rotation Assistant** will work with specific elementary students, either in small groups or with whole classrooms to provide instruction in P.E., Science, Technology, Engineering or Math (STEM) or Fine Arts subjects. Assistant will adapt lesson plans to meet the needs of all students and create a safe environment for student learning.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Will work with specific elementary students, either in small groups or with whole classrooms to provide instruction in P.E., STEM or Fine Arts subjects under the direction of the teacher or teacher specialist.
- Adapt lesson plans to meet the needs of all students.
- Supervise students to assist the classroom teacher or teacher specialist.
- Assist students needing supplemental help with various school subjects and programs.
- May perform one or more of the following specific classroom duties as assigned (e.g. administer tests under the direction of the teacher, ensure classroom electronic equipment is working properly, help maintain inventory, duties assigned to classroom assistants, etc.).
- Assist in creating a safe environment for student learning and establish rapport with students.
- Assist in creating a clean and organized environment that is conducive to student learning.
- Assist in integrating technology to support student learning.
- Assist in establishing and maintaining standards of student behavior needed to achieve a positive learning atmosphere in the classroom.
- Maintain effective and positive communication with teachers, students, patrons, volunteers and District employees.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Attend additional optional trainings as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one (1) year of experience working in a classroom setting PLUS one of the following: an Associate's degree, 48 semester hours from an accredited college or have passed the ParaPro assessment.
- Experience as a licensed educator preferred. Experience in PE, STEM or Fine Arts preferred.
- Completion of an online classroom management training provided is required within the first 30 calendar days of employment.
 - To be eligible to advance to the **Rotation Assistant II**, the incumbent must complete one year as a Rotation Assistant I and 20 hours of advanced training in P.E., STEM or Fine Arts provided by the Teaching & Learning department. This training is optional.
 - To be eligible for the **Rotation Assistant III**, the incumbent must be a current or former licensed teacher.
- Requires strong computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Knowledge of basic First Aid is helpful. Requires ability and willingness to assist students with medical issues or procedures with appropriate training.
- Requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.