

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make meaningful presentations before groups of students, employees, community members and the Board of Education.
4. Ability to write articles for publication that conform to prescribed style and format.

MATHEMATICAL SKILLS

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

1. Physically manage or restrain disruptive students when necessary;
2. Regularly sit and talk or hear and operate a telephone and/or computer;
3. Frequently stand; walk and reach with hands and arms;
4. Occasionally lift and/or move up to 40 pounds;
5. 20/20 vision, close vision and depth perception.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

1. Regularly works indoors and will occasionally work outdoors;
2. The noise level in the work environment ranges from quiet to loud, but is usually moderate.

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.