



Classification Summary

The employee assists the teacher in planning and implementing educational and behavioral management programs and in providing services to students with developmental or other learning disabilities in an educational setting.

Distinguishing Characteristics

This position is specifically assigned to Jefferson Middle School Pathfinder Program. Service is required for the length of the school year only.

Supervisory Relationships

The employee works under the general supervision of the school principal and the direct supervision of the classroom teacher.

Examples of Duties

1. Type and duplicate instructional materials and perform other clerical duties as assigned.
2. Provide individual or small group academic instructional assistance under direction by the classroom teacher.
3. Maintain records of students' progress as required.
4. Implement behavior management programs as directed by the classroom teacher.
5. Assist in implementation and supervision of community service projects, field trips and after school activities.
6. Supervise students attending related Pathfinder Program activities including cross-country skiing, backpacking and wilderness survival field trips.

Required Knowledge, Skills and Abilities

1. Previous training, education or experience in instructional techniques, behavior management and outdoor activities such as skiing, backpacking and wilderness survival.
2. Demonstrated ability to type, keep records and provide related clerical assistance.
3. High degree of written and verbal communications skills.
4. Ability to respond to the demands of time.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Previous training, education or experience in instructional techniques and behavior management.
3. Previous training in basic clerical skills.

Work Environment

The position works at a Middle School.