

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Elementary (1-6) Classroom Facilitator

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt                      **Employee Group:** Assistant

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#### **Qualifications:**

1. Is at least 19 years of age (preferred)
2. Has High School Diploma or equivalent
3. Ability to work effectively with students and adults

#### **Terms of Employment:**

- Nine (9) month contract

#### **Responsibilities:**

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### **Duties:**

1. Provide support services to assist general education teachers who have students with IEPs..
2. Provide feedback to the teacher regarding work with students.
3. Monitor and assist daily classroom activities for purpose of maintaining a safe and positive learning environment.
4. Keep current with best practices and requirements as they relate to your job assignment.
5. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.