

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Kindergarten Classroom Facilitator

Supervisor: Building Principal
Superintendent

FLSA Status: Non-Exempt

Employee Group: Assistant

Qualifications:

1. Is at least 20 years of age (preferred);
2. Has High School Diploma or Equivalent; **and**
3. Ability to work effectively with students and adults

Terms of Employment:

- Nine (9) month contract
- One hour per day devoted solely to the supervision of students

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 supervision and academic support for each full-day kindergarten classroom.
2. Provide supervision for lunch, playground and bus duty as assigned by the Administration.
3. Assist the classroom teacher in facilitating learning activities planned by the teacher by interacting with individual students and small groups, providing supervision and instruction to students.
4. Provide feedback to teacher regarding work with students.
5. Perform record-keeping and basic clerical functions as directed by classroom teacher.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. 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.