

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secondary Resource Manager

Supervisor: Building Administrator(s)

FLSA Status: Non-Exempt

Employee Group: Assistant

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Word processing and data entry experience
4. Basic knowledge of school business machines
5. Ability to work independently to establish schedules and resource responsibilities
6. Experience as an assistant within district preferred.

Terms of Employment:

- Nine (9) month contract
- Eight (8) hours per day

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. Assist teachers with classroom material preparation.
2. Direct and assist the work of the resource assistants on a daily basis.
3. Prioritize, organize, schedule and assign work in the production center.
4. Type, collate, and reproduce instructional materials according to copyright laws.
5. Request needed materials for the production center (paper, ink cartridges, etc.).
6. Keep all computers and machines in the production center in working order.
7. Assist in the evaluation of resource assistants by providing input only to the evaluating administrator.
8. Actively participate in the interviews of candidates for open positions.
9. Provide on-the-job training for new resource assistants.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. 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.