

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Substitute Classroom Facilitator

Supervisor: Building Administrator

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. Is at least 20 years of age; **and**
2. Has High School Diploma or equivalent.

Terms of Employment:

- Schedule by phone or online as needed

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 assistance to general education classroom teachers by providing support services.
2. Assume supervisory responsibilities related to special education, lunch, playground, and bus duty as needed to support the classroom teacher.
3. Provide feedback to the teacher regarding work with students.
4. Monitor and assist daily classroom activities (playground, classroom equipment, field trips, assist other personnel as deemed necessary) for purpose of maintaining a safe and positive learning environment.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. 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.