

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Substitute Elementary School General Program Assistant

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: At-Will

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Word processing and data entry skills desired

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. Assist teachers in the organization and preparation of instructional materials.
2. Type, collate, and reproduce instructional materials according to copyright laws.
3. Assume supervisory responsibilities related to lunch, playground and bus duty.
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.