



## Lee A. Tolbert Community Academy

3400 Paseo Boulevard, Kansas City, MO 64109

**JOB GOAL:** To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society. To ensure continuous improvement in state and national performance levels to prepare students for every level and performance is on-track and on-time for success.

### Job description

#### **Duties include:**

1. Assist with education programs including preparing classroom for programs (e.g., set up and clean-up of materials), greeting groups, and scheduling groups. This will also include working outdoors for the occasional outdoor program.
2. Assisting the instructor during programs.
3. Maintaining supplies.
5. Other duties as assigned, including some lifting.

#### **Required Qualifications:**

1. Outgoing, reliable, proactive, and able to work independently as evidenced by application materials, interview and references.
2. Strong communication and organizational skills as evidenced by application materials and interview.
3. Research, reading, and writing skills as evidenced by application materials.
4. MUST be available to work full-time
5. MUST be comfortable working occasionally outdoors for outdoor programs
6. Experience working with children. At least two years
7. There are Saturday programs in the fall where attendance will be required along with some evening programming in the Spring. Some opportunities for additional hours to assist with outreach events and activities are possible.

**Note: All employees are required to consent to a background check, commit to our Code of Conduct policy, and complete online and in-person trainings prior to hire**

#### **QUALIFICATIONS:**

- Meets the employment qualifications set forth by the Lee A. Tolbert Academy Board of Education and the Missouri State Department of Education.
- Missouri teaching certificate in area of instructional responsibility

## **COMMUNICATION**

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.

## **ORGANIZATION**

Utilizes existing technology effectively in the performance of duties.

Performs other related work as required.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**LANGUAGE SKILLS:** Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing on a bike or wheelchair, or moving/rearranging furniture. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

## **TERMS OF EMPLOYMENT:**

**SALARY:** Based on Lee A. Tolbert Academy Salary Schedule

**FLSA STATUS:** Exempt

**REPORT TO:** Principal