

Job Title: Elementary STEM Program Assistant
Department: Elementary Education
Reports To: Assigned Principal
FLSA Status: Non Exempt
Salary Schedule: SC lane 03



SUMMARY

Under the direction of the school principal, the STEM Program Assistant assists with the instruction of science, technology, engineering, and mathematics (STEM) education to students in grades K-5 and in maintaining an appropriate classroom environment and activities in order that students may learn effectively. The STEM Program Assistant helps students grow in their understanding, enjoyment, and appreciation of the STEM Program with activities and projects, and the integration of STEM practices across the curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Teaches skills in developing a meaningful understanding of STEM practices through activities, projects, and integration across the curriculum.

Plans and executes a balanced STEM program and organizes class time so that preparation and instruction can be accomplished within the allotted time.

Provides instructional support assistance to students and student groups.

Participates in the development, maintenance, and carrying out of systems for classroom management.

Guides students in working and interacting harmoniously with other students.

Coordinates with school principal and staff in providing STEM demonstrations, exhibits, or special programs.

Operates various types of office equipment such as computers, copy machines, etc.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements*

listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.

Ability to operate office machines, perform routine record keeping functions, and establish and maintain effective working relationships with co-workers, teachers, students, and the public.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment. Previous experience in the area(s) of science, technology, engineering, and/or mathematics education preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Assistant Director, Human Resources			Date: 04/26/2018
Approved By: Assistant Director, Human Resources			Date: 04/27/2018
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	