



**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
March 2011**

SECTION I: GENERAL INFORMATION

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| Position Title: Supplemental Educational Services Instructor | Department: Community Services |
| Immediate Supervisor's Position Title: Community Services Director | FLSA Status: Non-Exempt |
| Band/Grade/Subgrade: D-6-2 | Bargaining Unit: Community Services Staff |
| Job Summary: Under the general direction of the Community Services Director, the SES Instructor is responsible for the daily instruction in the division's Supplemental Educational Services Program. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Conduct pre-program and post-program assessments in order to determine the student's beginning level and the student's progress upon completion of the SES program. |
| Percent of Time: | 10% | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Administer pre-program and post-program tests provided as part of the reading and math curriculum materials. | | |

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Provides and delivers daily instruction to students enrolled in the SES program. |
| Percent of Time: | 90% | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Teachers at appropriate level of difficulty • Teaching specific learning objectives • Is directly engaged in the implementation of the curriculum • Works with the SES Site Leader to coordinate program details and communications • Communications directly on an on-going basis with students' classroom teachers, school administrator and parents regarding the students' progress, attendance and activities in the SES program. | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

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| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Requires a valid MN teacher license in elementary and/or secondary education | | |
| less than high school diploma | | Major field of study or degree emphasis: | | |
| High school diploma or GED. | | | | |
| 1 year college | | | | 2 years college |
| 3 years college | X | | | 4 years college |
| 1st year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of practices, techniques, and fundamentals of classroom instruction. • Fundamentals of classroom management • Knowledge of effective intervention strategies | | |
| 2nd year graduate level | | | | |
| Doctorate level | | | | |
| Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in education | | | | |
| Required Supervisory Experience: NA | | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: Certification in first aid and CPR will be required after hire. | | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | <p>Skilled in:</p> <ul style="list-style-type: none"> • Skilled in assigning work • Oral and written communication skills. • Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff. • Instruction and intervention strategies. • Performing activities involved in maintaining, updating and preparing site files, records and reports in accordance with department requirements. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
|---|--|-----------------------|
| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
|--|--------|
| Number of employees indirectly supervised: | Total: |

| | |
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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|--|-------|--------------------|-------------------|----------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | X | | |
| Use hands dexterously (use fingers to handle, feel) | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | | X | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk or hear | | | | X |
| Taste or smell | X | | | |
| Physical (Lift & carry): up to 10 pounds | | | X | |
| up to 25 pounds | | X | | |
| up to 50 pounds | X | | | |
| up to 75 pounds | X | | | |
| up to 100 pounds | X | | | |
| more than 100 pounds | X | | | |

| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |
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| Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job. |

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Prepared by: BCC, LLC (RWB) 9/03.

Revisions made 10/04 by HLP