

RIPON AREA SCHOOL DISTRICT
Job Description

- Job Title:** Barlow Park Student Support
- Qualifications:**
- Licensure:** Teacher Licensure or in the process of obtaining the license in the time frame specified by the Board of Education.
- Education Level:** Master's degree in an approved program which qualifies for elementary principal certification with the State of Wisconsin.
- Experience:** A minimum of four years of teaching experience at the elementary level and preferably coaching experience. Demonstrated ability to effectively interact with students and staff when behavioral issues arise. Holds a personal philosophy of education that is compatible with the demands of the position and the nature of the community.
- Other Requirements:** Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, and guide students and staff.
- Ability to handle stressful situations, organize and maintain numerous details, and work independently. Ability to respond to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned.
- Ability to maintain confidentiality in all phases of the position. Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency. Ability to work unsupervised and make risk decisions.
- Reports to:** Barlow Park Principal
- Job Goals:** Assist with day-to-day disciplinary issues, working closely with school administration and other pupil services professionals, ensuring compliance with school policies. To collaborate with teachers, students and parents to help develop long range solutions to behavior issues.
- Essential Job Functions/Responsibilities:**
1. Demonstrate commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
 2. Promote and an effective primary education model that is consistent with state

philosophy and state guidelines

3. Work with collaborative partners and local agencies within the community to increase student participation and support the total development and readiness skills of the young child.
4. Work with the teaching staff to develop classrooms that maximize instructional minutes by adjusting classroom procedures and /or supporting students
5. Establish a positive and effective learning climate in classrooms by creating, implementing, and communicating expectations, procedures, and practices.
6. Work with the teachers to promote clear expectations, well-defined channels of communication and relationships between students, parents/guardians, administrators, and staff.
7. Assist with outreach programs to increase enrollment especially at the early grades. (ie 4K Leap Into Learning Screening)
8. Follows district policies.
9. Support continuous quality improvement efforts of the principal.
10. Gather input and data from staff on his/her own performance.
11. Assist in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators, and the community in general; and by having an active interest and involvement in community activities.
12. Engage in professional growth activities to stay current in the field and enhance job performance relative to the organization and implementation of quality primary education and to meeting changing job requirements.
13. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and supervisor to discuss problems.
14. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
15. Oversee day-to-day disciplinary issues, working closely with school administration and other pupil services professionals, ensuring compliance with school policies.
16. Keep accurate records of disciplinary infractions and consequences, and clearly communicate such information to relevant staff, as well as parent(s)/ guardian(s).
17. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
18. Performs other duties as assigned.

The term of employment for the Barlow Park Student Support Teacher shall follow the teacher contract as set out by the Board of Education in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on teaching personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Pulling/Pushing.....	Frequently 10 pounds or more
Lifting.....	Frequently 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Frequently 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious diseases.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date