



- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly and professionally with colleagues, students, and parents; communicates with all when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in-school and/or department improvement efforts.
- Other duties as assigned by supervisor

### **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and school committee policies.

### **TERMS OF EMPLOYMENT:**

Per contract. Reports to Administrator or Administrator's designee.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*