TA: Independent Learning Lab Coordinator - School Improvement Grant

Reports to: Principal
Supervises: None
Term of Employment: 10 months
Salary: Teacher Assistant I - 56
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Graduation from high school
- Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position
- Those qualifications required under the provisions of “No Child Left Behind”
  A. Associate degree, or
  B. Completion of 48 semester hours of college credits, or
  C. Successful completion of a series of WorkKeys assessments plus earn 96 contact hours of appropriate staff development

Essential Job Functions:
- Supervises students in a behavior management program
- Makes parent contacts as needed
- Regulates a “no fun” atmosphere encouraging students not to make a repeat visit
- Facilitates and gathers class work to be completed during their stay in the planning room
- Coordinator must be firm, fair, and rigid
- Coordinator must understand successful non-confrontational behavior intervention strategies
- Participates in and facilitates activities to support the total school program
- Facilitates and monitors virtual student progress
- Communicates and documents contact with virtual school instructors to monitor student progress
- Monitors and supervises online virtual students
- Monitors equipment operation, reporting technical difficulties
- Demonstrates proper use of equipment
- Develops procedures for the classroom
- Performs other duties and responsibilities as assigned by the supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, kneel, crouch, key requiring repetitive motions
- use visual acuity in preparing and analyzing written or computer data
- visually inspect small defects and/or small parts
- operate a variety of machines, motor vehicles, hand, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- communicate effectively orally and in writing
- establish positive relationships with students
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- work with both children and adults with disabilities
- talk and hear: (Talking: expressing or exchanging ideas by means of spoken words / Hearing: perceiving nature of sounds by ear)