

CITY OF GRAND JUNCTION

EDUCATION PROFESSIONAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Supervise and provide educational assistance to assigned students while maintaining a supportive learning environment; create and maintain positive interpersonal relationships with students, parents, staff and community members.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Recreation Supervisor.

PRIMARY DUTIES--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Assist students in kindergarten through twelfth grade with navigating educational curriculum including online learning, classroom and homework assigned by the student's school; provide guidance, tutoring and feedback on work.
2. Facilitate educational activities and monitor for participation and safety.
3. Manage student behavior to provide a safe and effective learning environment; define and communicate appropriate limits and boundaries for students; enforce rules and procedures; ensure smooth transitions between academic and recreational activities.
4. Communicate regularly with students, parents/guardians and colleagues on matters related to student progress, concerns, behaviors and needs.

QUALIFICATIONS

Knowledge of:

Basic math, science, reading and writing.
Computer and internet operation.
Microsoft Office software to include Word and Excel.
Classroom management techniques.
Effective behavior management techniques.
Teaching and/or tutoring techniques.

Ability to:

Understand educational lesson plans and assist students with questions related to educational lessons.
Work with students with diverse backgrounds and abilities.
Communicate clearly and concisely, both orally and in writing, with individuals of varying levels.
Establish and maintain effective working relationships with those contacted in the course of work.
Be flexible with policy and environmental changes.
Recognize the importance of safety; practice safe work habits and report unsafe conditions to the appropriate supervisor.

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Experience and Training Guidelines

Minimum Requirements:

Experience:

Previous experience as a teacher, student-teacher, or paraeducator highly desirable.

Training:

Bachelor's degree from an accredited college or university; major coursework in Early Childhood Education, Elementary Education, or Secondary Education preferred.

License or Certificate

Possession of, or ability to obtain, a valid Colorado driver's license.

Colorado Teaching License in any of the following areas preferred: Early Education, Elementary Education, Secondary Education.

CPR certification preferred.

WORKING CONDITIONS

Environmental Conditions:

The classification is performed in the following working environment:

Climate controlled, indoor environment.

Physical Conditions:

The job is characterized by:

Light Work: Regularly required to sit, stand, walk and talk for long periods of time, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, interact in close contact with children, and must occasionally lift and/or move up to 10 pounds.