



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Summer Learning Program Assistant

FLSA Status: Non-Exempt

Salary Grade, if non-union: N/A

Pay Grade, if union: N/A

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position is designed to provide a paid Summer Internship opportunity to college students enrolled in a K-12 Education studies program. This position will perform work assisting teachers and administrators in the Summer Learning A.M.P. (Accelerating Maximum Potential) Academies. Duties are performed under the general supervision of supervisors/teachers. Positions are temporary and will end at the expiration of the Summer Learning Program. Pay rate is \$10.00 per hour. The work schedule is 8 hours per day for a total of 29 days.

Essential Functions of this Job

Duties include supervision of students and reinforcement of instruction. K-5 program is designed for students being promoted to K-5 grade levels and will include a preview of next year's learning to maximize the summer learning experience through fun and engaging instruction. Middle School Bridge is a program for students being promoted to 6th grade and is designed to support the enhancement of the required reading and mathematic prerequisite skills while accelerating student learning so that students are supported in making a successful transition to middle school. Specialized duties may require health and hygiene care to students, interpretation of speech and/or languages, operation of adaptive equipment and physical assistance to students as needed.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Must be able to work effectively with children, assist with student supervision, and provide reinforcement of

Position Title: Summer Learning Program Assistant

instruction. Must be able to understand written and oral instructions, to speak and write coherently, to keep records and make simple reports, and to work cooperatively and professionally with other school personnel and parents. Bilingual and biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED is required. Applicants who are currently enrolled in a college program and pursuing an Education K-12 major will be considered preferred applicants.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals, students, and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors with exposure to temperature changes, foliage and insects. Requires sitting, standing, moving about and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing 40 pounds or more, with help as necessary.

Local Code: 10189
EEO5: 48
Approval Date: 2014-05-28
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.