



POSITION DESCRIPTION

JOB TITLE: GENERAL EDUCATION ASSISTANT Job Class: 5715, 5792, 5714, 5721, 5717, 5718, 5719		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: MTEA		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Under teacher supervision, to relieve the teacher of non-instructional duties and engage in activities which support the teaching-learning process in a Milwaukee Public School.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists teachers and administration in monitoring pupil personnel and maintaining order in the following ways: a. Patrolling exits and corridors; checking passes, ID cards, and keeping unauthorized personnel out of the building; b. Patrolling locker rooms and gymnasium areas; c. Patrolling the lavatories; d. Supervising lunch rooms and patrolling playgrounds; e. Supervising on field trips; f. Supervising a homeroom when the teacher is called away for an emergency; g. Proctoring study halls; h. Supervising emergency situations such as fire drills.
2. Assisting classroom teachers in the following ways: a. Preparing instructional materials, including tests and assignment sheets, by typing, duplicating, making transparencies, preparing calendars, and finding magazine materials for classroom use; grading objective-type tests; b. Aiding pupils with school-work during study periods and assisting the physical education teacher; helping pupils prepare bulletin board displays and charts; c. Filing, sorting and keeping classroom records; recording class attendance; d. Distributing instructional materials to pupils; collecting money and other materials when requested of pupils; e. Supervising a classroom when the teacher is called away in an emergency; f. Aiding in operating audiovisual equipment; g. In elementary classrooms, supervising the classroom environment and devoting attention to the children needing discipline and special attention, assisting children with wraps and following up health and sanitary problems.
3. In one or more instructional departments within a secondary school, assists teachers and department chairpersons in the following ways: a. Making ditto masters, duplicating papers, and making transparencies; b. Checking laboratory apparatus and organizing laboratory materials; c. Assembling and maintaining a departmental library; d. Supervising audiovisual materials and equipment; aiding in the operation of such equipment; e. Ordering supplies for the department and filing material sent to the department or school.

4. Assisting the Guidance Counselor and the office staff in the following ways: a. In the guidance office, acting as a receptionist and making appointments for the counselors; b. In the attendance office, giving out tardy slips and absentee slips to students, checking absence excuses, marking IBM cards and keeping records of absentees and tardy students, picking up attendance slips from the classroom, and telephoning parents of absent or tardy students. (In case where parents do not have telephones, writing letters to parents.); c. Acting as office receptionist, assisting in pupil registration, directing miscellaneous traffic in the office, and handing out supplies; d. Receiving and doing inventory on school supplies and processing books.
5. Assists teachers in extra-curricular school- related activities.
6. Under professional supervision, engages in activities which promote communication and understanding between school and community.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.