

New Albany-Floyd County Consolidated School District

Elementary Specialist (Media) - Temporary (129)

JOB POSTING

Job Details

Title

Elementary Specialist (Media) - Temporary

Posting ID

129

Description

Classification: Instructional Support

Pay Grade: 13

Pay Range: \$16.54-\$17.64

Reports to: Special Area Teacher Leader/Principal

Summary: Instructs daily lessons provided by Teacher Leader. Works with students on lessons, technical practice, reinforces learning concepts, and maintains hallway, classroom, and displays.

Qualifications:

- **Education and/or Experience:** High School diploma or general education degree (GED) and pass the paraprofessional test; or pass the Praxis Para Pro Assessment
- **Computer Skills:** Basic computer skills, familiarity with email systems, ability to learn systems such as, but not limited to, smart boards, document cameras, projection systems, sound systems, and digital technology.

Responsibilities:

Art:

- Supervising students.
- Maintaining word wall, artist spotlight, ICAN, bulletin boards, and student spotlight walls by keeping them up to date.
- Implement and instruct provided monthly artist lessons in a timely manner to ensure cohesiveness in all elementary schools.
- Participate in the Library Spring Art Show by submitting art to Teacher Leader.
- Communicate with administration about the possibility of one extracurricular art show in which you may be compensated for extra fifteen hours of time to prepare and implement.
- Ensure subfolder including all necessary materials, including lesson plans, is up to date, and easy to find.
- Performs other duties assigned.

Music:

- Supervising students
- Implement and instruct provided plans in a timely manner to ensure cohesiveness in all elementary schools.
- Ensure that sub folder including all necessary materials, including lesson plans, is up to date and easy to find.
- Maintain word wall, Composer of the Month, ICAN, and hallway bulletin boards by keeping them up to date.
- Communicate with administration about the possibility of up to 3 extra-curricular performances per year that you would be compensated for an extra 15 hours of time to plan and implement.
- Performs other duties assigned.

PE:

- Supervising students
- Maintaining word wall, ICAN statements, and safe and positive classroom environment

- Implement and instruct provided physical education lessons in a timely manner to ensure cohesiveness in all elementary schools.
- Communicate with administration about the possibility of 1 extra-curricular day (Field Day) that would be compensated for an extra 15 hours of time to plan and implement.
- Ensure subfolder including all necessary materials, including lesson plans, is up to date, and easy to find.
- Performs other duties assigned.

Media:

- Supervising students
- Instruct students relating to the use and operation of the media center
- Read aloud to students daily
- Monitor the circulation desk and circulates library material. Operate automated media circulation system; assists students and school personnel in selection of materials. Process overdue notices.
- Shelf printed material and proofread shelves
- Maintain accurate inventory of books and equipment
- Prepares purchase orders at the request of the Supervisor
- Performs other duties assigned.

Learning Lab:

- Supervising students
- Teaching and executing the NAFCS approved learning lab programs
- Ensuring that the students stay on the assigned program
- Communicate with administration regarding technology and program issues in a timely manner.
- Ensure sub folder including all necessary materials: lesson plans, seating chart, class lists, emergency information, is up to date and easy to find.
- Performs other duties assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Part-Time

Per Hour

Floyds Knobs Elementary

Shift Type

Salary Range

Location

Applications Accepted

Start Date

12/14/2020