

- Assist with other projects, functions and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to communicate effectively, verbally and in writing, with students, parents, co-workers and business contacts in a courteous and professional manner.
- Strong organizational skills and attention to detail.
- Ability to work as a team player with colleagues and administrators.
- Ability to work independently and efficiently, exercising reasonable judgement, in a fast-paced, multi-task environment with minimal supervision.
- Ability to teach and delegate responsibility to students.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- Proficient computer knowledge and previous experience with Microsoft software.

EDUCATION AND EXPERIENCE:

- Bachelors Degree.
- California Teaching Certificate.
- NCLB Highly Quantified in Single Subject.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.
