

Federal Teachers' Job Description

1. Plans and implements a developmentally appropriate educational program for students and provides instructional guidance to the assistant
2. Follows approved curriculum
3. Individualizes instruction based on student needs and makes curricular adjustments based upon test data
4. Maintains accurate records on individual students
 - a. Health and immunization forms
 - b. Registration forms, notices, compacts, and parental activities
 - c. Test data, grades, and student progress
 - d. Work samples
5. Maintains accurate class records:
 - a. Lesson Plans
 - b. Attendance
 - c. Inventory of materials and equipment
 - d. Parent Involvement Activities
 - e. Forwards student test data and files to next teacher at the end of the year
6. Confers with parents and students in an effort to provide an effective program for each child
 - a. Provide information about students' testing and academic plans based upon results
 - b. Parent-Teacher-Conferences
 - c. Disseminate information about the program, academic progress, and behavior
 - d. Enrolls new students and assists in their transition into the class and school
 - e. Assist with transition into the next grade
7. Establishes an educational environment conducive to learning and positive self-growth
8. Motivates students to learn in a fun and routine oriented manner
9. Makes sure classroom meets all health department, fire codes and state standards
10. Works cooperatively with staff, families and students for the good of the program
11. Maintains the health and well-being of the students by keeping the room clean and functional
12. Completes all other duties as assigned
13. Meets all certification requirements and continues participating in training designed to improve teaching skills
14. Reports to assigned classroom at 7:45 am and departs no earlier than 3:15 pm unless prior approval is received
15. Limits cell phone usage, personal conversations and business to non-classroom times
16. Follows proper chain of command when issues of concern arise

Federal Educational Assistants' Job Description

1. Assist teacher with assigned clerical duties, assessments and class activities
2. Works with small groups and individual students under the direct supervision of the teacher

3. **Helps prepare materials as planned by the teacher**
4. **Helps prepare instructional equipment to be used by the students**
5. **Exhibits a positive, energetic attitude toward teaching and working with students, parents & staff**
6. **Maintains a clean environment which is safe and healthy**
7. **Follows teacher's lessons plans**
8. **Assists with the supervision of students and individualization of instruction**

Federal Secretary Job Description

1. **Submit federal project and budget, amendments, and addenda**
2. **Maintain accurate list of equipment and assist in monitoring items purchased with federal funds**
3. **Type all purchase orders, pay invoices, and scan all accompanying items into computer memory**
4. **Order all requested materials, supplies, and equipment, and distribute them accordingly**
5. **Perform all bookkeeping activities, cut checks, request money from FACTS, file warrants, and balance monthly with bookkeeper**
6. **Verify disposition of broken and/or out of date equipment with the State Department and dispose of it properly**
7. **Prepare attendance log for all federally paid assistants**
8. **Maintain timesheets on all federally paid assistants**
9. **Pay all federal employees**
10. **Assists auditors and monitors pull records**
11. **Answer all federal emails and phone calls**
12. **Attend training as required for completing federal tasks on FACTS, and e-reporting**

Federal Supervisor Job Description

1. **Complete needs assessment, Consolidated Application, Amendments, and Addenda**
2. **Provide services to at-risk students designed to meet their needs**
3. **Evaluate teachers to determine if they are meeting the needs of at-risk students**
4. **Assess the usefulness of materials and equipment then purchase supplemental materials as needed**
5. **Maintain an accurate equipment inventory which is labeled and monitored annually**
6. **Provide on-going staff development in research based programs designed to meet the needs of at-risk students**
7. **Offer parental involvement activities to assist in educating parents on how to help their children**
8. **Operate all federally funded programs according to the intent of the Federal Laws and Guidelines**
9. **Assure that all federally funded programs meet fire codes, health department regulations, teacher licensing mandates, and school approval**

- 10. Attend professional meetings, conferences, and trainings to assure program operations meet guidelines, and disseminate information where appropriate**
- 11. Provide in-service training to insure the staff receives current research based information on the best practices to address the needs of at-risk students**
- 12. Establish a routine for visiting sites to assess the programs, needs of staff and/or families**
- 13. Evaluate all employees as to their benefit to the program and provide a development plan to improve their skills**
- 14. Complete all other tasks as assigned**