

**ELIZABETHTON CITY SCHOOLS  
POSITION ANNOUNCEMENT**

**TITLE:** **ESP Workers**

**LOCATION:** Systemwide

**QUALIFICATIONS:** Must have a high school diploma (or equivalent) plus experience working with children preferred. Applicant must be at least 18 years of age. Meet the health and physical requirements and be fingerprinted.

**JOB GOAL:** To provide instruction and supervision for elementary children during the after school program.

**HOURS:** Vary (Part-Time)

**ESSENTIAL FUNCTIONS:**

1. Works with individual students or small groups of students to reinforce learning of material or skills.
2. Check and record attendance.
3. Distributes and collects workbooks, papers, and other materials for instruction.
4. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
5. Operates fax machine/copier.
6. Assists in supervising the children in lunchroom, playground and while being loaded and transported on the school buses.
7. Performs other work-related duties as assigned.

**Physical Demands:** This job may require lifting of objects that exceed 25 lbs. or the weight of an average child, with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows: pushing and/or pulling; climbing; stooping and/or kneeling; reaching; talking; hearing; seeing.

**Temperament (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

**Working Conditions:** Normal working environment. May not always have privacy or quiet place to work.

**General Requirements:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.