KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Falcon Heights/GED Learning Facilitato	r			
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Building Principal/ Designee		
EDUCATION:	B.A./B.S.	FLSA Status:	Non-Exempt		
LENGTH OF WORK YEAR:	Hours and days as specified on posting				
EVALUATION:	Performance of this job will be evaluated annua	lly in accordance	with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.				

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

- 1. Provide individual and/or small group assistance to students.
- 2. Provide supplemental services to students to support progress towards GED completion.
- 3. Assist with duties and the supervision of students and have a proven work ethic.
- 4. Prepare instructional materials for GED students.
- 5. Clerical and record keeping tasks necessary to maintain student records.
- 6. Perform scheduling and registration procedures.
- 7. Evaluate GED student records and interpret information for students and parents.
- 8. Help students plan future educational and/or career steps.
- 9. Facilitate referral of students to District sources and/or appropriate agencies outside of the school district.
- 10. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
- 11. Must maintain confidentiality when associated with the Klamath County School District.
- 12. Regular attendance is an essential function of this position.
- 13. Additional duties as assigned by Building Principal or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				х	
11-20 lbs.				х	
21-50 lbs.				х	
51-75 lbs.		Х			
76-100 lbs.		Х			
> 100 lbs.	х				
Maximum ar	nount lifted by v	worker without	assistance: no more	than 75 lbs.	
If required, li	fts over <u>75</u>	lbs. are perfo	rmed with two or mo	ore people or lift	devices.
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%

1-10 lbs.			х	
11-20 lbs.			х	
21-50 lbs.			х	
51-75 lbs.		х		
76-100 lbs.		х		
> 100 lbs.	х			

Maximum amount carried by worker without assistance: no more than 75 lbs.

If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.		1000		Х	
11-20 lbs.				х	9
21-50 lbs.	- 3/	/		x	
51-75 lbs.	16	Х			- 2/
76-100 lbs.	11	х			1
> 100 lbs.	х				
Maximum we	ight of object	pushed/pulled b	y worker: no more t	han 75 lbs.	
			y worker: no more t		

ENVIRONMENT (WORK CONDITIO	NS)			
Works Inside <u>88</u> % of the time.	ne time /	Works Outside	12	% of the
Temperature Extremes: No				
Works on or around moving made	hinery or mech	nanical parts: No		

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop	1.7.7.	4.01	11 11 1	Х	
Twist				Х	
Crouch/Squat			11.7	Х	
Kneel)		x	2.7	4.54
Crawl	Х	0.11		7	
Walk-Level Surface	7	7.0	2	Х	1
Walk-Uneven Surface			х		37/
Climb Steps				Х	11
Climb Ladder	X			100	
Work at Heights	х				
Reach at or Above Shoulder					
Reach Below Shoulder			х		
Use of Arms				х	
Use of Wrists				Х	
Use of Hands				х	
Grasping/Squeezing			х		
Operate Foot Controls	х				

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				х			
Standing				х			
Walking				х			
Change Positions				х			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name	Employee Signature	Date
Employer Representative (Immediate Sup	pervisor):	
Print Name	Title Signature	Date
Prepared by: Director of Human Res	Date: ources	
In the event of an on the job injury:		
For physician to complete: Is this job appropriate? Yes	No Date of Release:	111111
If not released to regular work at	this time, please provide an "ANTICIPATED" DA	ATE: