

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Falcon Heights/GED Learning Facilitator		
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 annually 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.				X	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: no more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%

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

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

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

PUSHING/PULLING FORCE TO BE EXERTED

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				

Maximum weight of object pushed/pulled by worker: no more than 75 lbs.

Distance: 30 feet Type of Surface: (i.e. level, carpet, tile): level

ENVIRONMENT (WORK CONDITIONS)

Works Inside 88 % of the time / Works Outside 12 % of the time.

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel			x		
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps				X	
Climb Ladder	X				
Work at Heights	x				
Reach at or Above Shoulder					
Reach Below Shoulder			X		
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing			X		
Operate Foot Controls	x				

ENDURANCE

