

Wapakoneta City Schools
1102 Gardenia Drive
Wapakoneta, OH 45895
www.wapak.org



Aaron Rex, Superintendent
Angela Sparks, Treasurer/CFO
Mike Watt, Director of Operations
Phone: 419-739-2900
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JOB DESCRIPTION

Title: **SUMMER SCHOOL SUPERVISOR**

Reports to: Carrie Knoch, Director of Student Achievement

Essential Functions: The following are typical work responsibilities:

- Maintain proper discipline and control of students
- Monitor students at breakfast and lunch
- Organization of attendance and goal setting prizes
- Plan for daily "arrival" and "dismissal" activities to motivate and help student get in the right mindset to learn
- Maintain records for attendance and payroll
- Assist with Outdoor Activity Time
- Maintain confidentiality of information

JOB DESCRIPTION

Title: **INSTRUCTIONAL STAFF MEMBER
FOR RISING 1ST-9TH GRADERS**

Reports to: Carrie Knoch, Director of Student Achievement

**Essential
Functions:**

The following are typical work responsibilities:

- Maintain proper discipline and control of students
- Willingness to be trained on curriculum
- Willingness to accept feedback on instructional practices
- Knowledge of instructional methods appropriate for students at the respective grade level.
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals
- Ability to organize tasks and manage time when working with assigned instructional materials
- Demonstrates a high degree of self-efficacy (agency); holds themselves accountable for learner outcomes and advocates for their students; works efficiently; and believes in their ability, the capability of their students, and themselves to succeed and excel
- Contributes to student learning, growth, and advancement
- Maintain confidentiality of information

JOB DESCRIPTION

Title: **INSTRUCTIONAL STAFF MEMBER
FOR RISING KINDERGARTNERS**

Reports to: Carrie Knoch, Director of Student Achievement

**Essential
Functions:**

The following are typical work responsibilities:

- Maintain proper discipline and control of students
- Willingness to be trained on curriculum
- Willingness to accept feedback on instructional practices
- Knowledge of instructional methods appropriate for students at the respective grade level.
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals
- Ability to organize tasks and manage time when working with assigned instructional materials
- Demonstrates a high degree of self-efficacy (agency); holds themselves accountable for learner outcomes and advocates for their students; works efficiently; and believes in their ability, the capability of their students, and themselves to succeed and excel
- Contributes to student learning, growth, and advancement
- Maintain confidentiality of information

JOB DESCRIPTION

Title: **INSTRUCTIONAL STUDENT INTERN
FOR RISING 1ST-9TH GRADERS**

Reports to: Carrie Knoch, Director of Student Achievement

Essential Functions: The following are typical work responsibilities:

- Maintain proper discipline and control of students
- Monitor students at breakfast and lunch
- Willing to lead daily “arrival” and “dismissal” activities to motivate and help students get in the right mindset to learn
- Assist with Outdoor Activity Time
- Willingness to accept feedback on student management practices
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals
- Demonstrates a high degree of self-efficacy (agency); holds themselves accountable for learner outcomes and advocates for their students; works efficiently; and believes in their ability, the capability of their students, and themselves to succeed and excel
- Contributes to student learning, growth, and advancement
- Maintain confidentiality of information

JOB DESCRIPTION

Title: **INSTRUCTIONAL STUDENT INTERN
FOR RISING KINDERGARTNERS**

Reports to: Carrie Knoch, Director of Student Achievement

Essential Functions: The following are typical work responsibilities:

- Maintain proper discipline and control of students
- Monitor students at breakfast and lunch
- Willing to lead daily “arrival” and “dismissal” activities to motivate and help students get in the right mindset to learn
- Assist with Outdoor Activity Time
- Willingness to accept feedback on student management practices
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals
- Demonstrates a high degree of self-efficacy (agency); holds themselves accountable for learner outcomes and advocates for their students; works efficiently; and believes in their ability, the capability of their students, and themselves to succeed and excel
- Contributes to student learning, growth, and advancement
- Maintain confidentiality of information

JOB DESCRIPTION

Title: **SUMMER FUN MANAGER**

Reports to: Carrie Knoch, Director of Student Achievement

Essential Functions: The following are typical work responsibilities:

- Maintain proper discipline and control of students
- Willingness to plan games and outdoor activities for students
- Flexibility of plans for inclement weather
- Knowledge of ability and interests appropriate for students at the respective grade level
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing improved peer interaction and communication
- Demonstrates a high degree of self-efficacy (agency); holds themselves accountable for learner outcomes and advocates for their students; works efficiently; and believes in their ability, the capability of their students, and themselves to succeed and excel
- Contributes to student learning, growth, and advancement
- Maintain confidentiality of information