

Be flexible in meeting goals.

Operate a computer to maintain records and prepare reports.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Lift light objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School site, office environment, or business locations; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer