**Murfreesboro City Schools  
Job Description: ESP Staff**

QUALIFICATIONS: Must be a minimum of 17 years of age. This person must be courteous, respectful, and protect the privacy of students and parents. Behavior and dress must be professional. This person must demonstrate a positive and helpful attitude, be creative and detail oriented, maintain documentation, work cooperatively with school personnel, have good written and verbal communication skills, effectively follow and give direction, and use good judgement in decision making.

PHYSICAL/EMOTIONAL DEMANDS: Must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be physically interactive throughout the day (i.e. be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull). Must have emotional coping skills appropriate for the management of student, staff, and parent behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions.

ESSENTIAL JOB FUNCTIONS:

1. Monitor children at all times. Children should always be within your view in the building, outside, and during off campus activities. Never leave children unattended for ANY reason.
2. Plan for a group of up to 20 children.
3. Complete required professional development hours each school calendar year and attend PD opportunities as assigned (staff working with PreK must completed an additional 6 hours of literacy training).
4. Turn in lesson plans weekly. Lesson plans must include standards and objectives, goals, procedures, and specific supply requests.
5. Demonstrate imagination and resourcefulness in working with and planning for students.
6. Plan enrichment activities for students during the school year, as well as fall, winter and spring break, summer, and holidays.
7. Attend mandatory monthly staff meetings.
8. Adhere to ESP policies and Murfreesboro City Schools policies.
9. Perform other duties as assigned, including but not limited to reporting incidents, cleaning, and completing accident and behavior reports when required.
10. Variations of Staff Job Description
    * Special Education Staff
      + Adhere to all above requirements
      + Change diapers and assist with bathroom issues as needed
      + Work cooperatively with teachers and parents to ensure specific child requirements are met
    * 17 year old staff
      + Adhere to all above requirements
      + May not supervise students alone
      + May not clock in before 6:00a
      + Able to work curbside
    * Certified Teachers
      + Should only be used to teach academic classes
    * Educational Assistants/Mid-Day Assistants
      + Can be used for Special Education and/or academic assistance