

<b>Job Title:</b>	Monitor CDL Lab	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Certified Teacher and Principal	<b>Pay Grade:</b>	901
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	June 15, 2020

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**Primary Purpose**

Work under the supervision of and assist the Child Development Lab (CDL) teacher in the preparation and management of classroom activities and administrative requirements.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Passing score on the district's clerical set test  
(may substitute Para Pro Test or 48 hours from an accredited university)

**Special Knowledge/Skills**

- Ability to communicate effectively
- Ability to work with children and adults
- Ability to follow verbal and written instructions
- Good organization, communication and interpersonal skills
- Ability to communicate clearly to parents

**Experience**

Experience working with students and parents

**Major Responsibilities and Duties**

1. Model good oral language.
2. Interact with children at learning centers.
3. Assist new students with new student orientation, to the school and class.
4. Assist the teacher and high school students prepare bulletin boards, learning centers, and handouts.
5. Assist substitute teachers in locating materials and in classroom routine.
6. Assist in supervising arrival, departure, and lunchroom behavior and playground activities.
7. Duplicate materials for classroom use.
8. Operate audio-visual equipment.
9. Assist teacher in maintenance of cleanliness, orderliness, and safety of classroom and play area.
10. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Instructional aids, audio-visual equipment, and copier.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, work with frequent interruptions. Frequent standing, stooping, bending, and kneeling.

**Terms of Employment**

184 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.