

SUMMER CURRICULUM AIDE

Immediate Supervisor: Director of Curriculum & Instruction

Scope: Assist DCI with the receiving, inventorying, sorting, staging, and distributing of curriculum materials during the summer months.

Work Hours: Approximately 80 hours during the summer.

Essential Functions:

- Assist DCI with curriculum materials inventory
- Help DCI with ordering curriculum materials
- Assist DCI with boxing up and returning materials
- Help DCI receive curriculum materials when they arrive at the school
- Check received materials against order forms
- Move boxes of materials from staging area to curriculum closet for elementary and assigned room for Junior High and High School
- Sort curriculum materials by grade levels and subjects
- Sort curriculum materials by teacher and deliver to teacher's classroom
- Help DCI organize and maintain curriculum closet and cabinets