

Job Description

JD CC 219
Updated September 2009

Position Title: **Math Store - Grades 5 - 8**

Qualifications:

- Licensed and certified teacher, administrator or counselor as required by the Department of Public Instruction.
- Ability to work with students.
- Ability to accept directions and constructive criticism from supervisors.
- Ability to follow work rules and procedures.

Immediate Supervisor: Building Principal or District Administrator

Position Function:

To establish and/or maintain a school store for the students and inter-relate the school store experience for the students into classroom instruction as a work experience project.

Specific Responsibilities:

1. Explain to students the relationship and responsibilities of operating a school store in conjunction with classroom instruction.
2. Organize student workers to operate the school store.
3. Manage the sales of the school store and reconcile money received by the school store with the office secretary.
4. Order supplies with the assistance and input of the students.
5. Assist the students in maintaining a school store inventory of supplies.
6. Promote the school-to-work educational aspect of the school store program.
7. Meet yearly with the building principal to give a report of the success of the school store.

Evaluation: Performance of this job will be evaluated in accordance with the Board's policy on employee evaluation. Evaluation is done by the building principal(s).