



BECKER PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Supervisory Paraprofessional

Exempt Status: Non-Exempt

Revision Date:

Department: Instruction

Last Classification Review:

Reports To: Building Principal

Job Summary:

Under the direction of the Building Principal and guidance of licensed personnel, the Supervisory Paraprofessional is responsible for performing a variety of duties associated with the supervision of students of varying ages as they are involved in various school activities. Specific assignment can vary from program to program area depending upon job assignment (i.e., child care support, family education program, in-school suspension, playground monitoring, lunchroom monitoring, hallway supervision, bus aide/supervisory duties, etc.). The primary difference between this classification and Instructional Paraprofessional is that the later classification requires a higher level of education and experience and is more involved in classroom instructional support/learning functions than supervisory paraprofessionals.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Supervises and monitors the behavior of students on the playground, hallways, lunchroom, loading and unloading of buses.
 - a) Monitors the behavior of students in hallways.
 - b) Assures lunchroom behavior is appropriate during lunch periods.
 - c) Handles incidents on the playgrounds or grounds during recess.
 - d) Monitors playground activities to assure safe play and monitors grounds for unauthorized visitors/persons.
 - e) Implements strict lunch/recess time schedules.
 - f) Settles disputes between students and monitors situations that may involve bullying, threats, name calling, or other physical incidents.
 - g) Confers with teachers, staff and principal(s) concerning student problems or issues.
 - h) Records written accounts of behavioral infractions, health concerns or injury reports.
- Monitors the loading or unloading of buses to assure the safety of students. May serve as a bus aide in monitoring and supervising students on the bus.
- Performs general cleaning and housekeeping activities within the classroom.
- May assist in providing for the safety and care of children in the early childhood program, family education or child care programs.

- a) Assists in preparing the classroom and developmentally-appropriate activities according to the theme and ages of the children, then assists the early childhood education teacher in the classroom; different children are present each day.
 - b) Monitors children and prevents problems before they occur, ensuring the safety and well-being of the children.
 - c) Ensures that supplies and toys are organized, stocked, cleaned, and repaired.
 - d) Plays with the children, assisting them in learning how to interact with each other, share, take turns and handle age-appropriate situations.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of an HS Diploma or GED and no previous work experience is required; however, previous experience working with children at various age levels is preferred.; or a combination of education and experience necessary to perform the requirements of the work.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of basic math, reading, language, science, or other academic concepts pertinent to area of assignment.
- Knowledge of general learning concepts, theories, and fundamentals.
- Knowledge of child development fundamentals and concepts.
- Knowledge of problem solving and conflict resolution techniques.
- Knowledge of behavioral management strategies, crisis intervention and methods.
- Knowledge of district policies, guidelines, rules, or philosophy pertaining to discipline and appropriate student behavior and consequences..

Essential Skills Necessary To Perform The Work:

- Ability to follow instructions and work positively with children.
- Ability to take directions and guidance from instructional personnel.
- Using various types of office machinery and equipment.
- Oral and written communication skills; ability to effectively communicate with parents, children, and staff.
- Ability to appropriately and effectively discipline and praise children, and to consistently follow rules.
- Taking instruction from and direction from licensed personnel and following classroom/program routines.
- Interacting with and serving as a role model concerning learning and behaviors.
- Dealing appropriately with student conflict and behavioral issues consistently and in accordance with district guidelines, disciplinary principles and/or individual student plans.

Work Environment:

Work is when performed in normal classroom conditions there are minimal environmental risks or disagreeable conditions associated with the work. Frequently, work is performed in outdoor weather conditions, especially rainy or very cold conditions, such as when supervising students as they load onto and unload from school buses in busy traffic conditions, or on playgrounds. Occasional exposure to disagreeable human interactions in the conduct of tasks.

Physical Job Requirements:

Employee is continuously required to talk and hear; intermittently walks, sits, and uses hands to finger, handle or feel; reaches with hands and arms, climbs/balances, stoops, kneels, and/or crouches. Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.