

TITLE: Elementary Para

QUALIFICATIONS:

1. High School diploma or equivalent
2. Experience working with children.
3. Demonstrated aptitude for the work performed.
4. Experience with Microsoft Office Products.
3. Able to lift 50 pounds.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To maintain a safe and positive school environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students to lunchroom, through lunch line, in the lunchroom and back to the classroom.
2. Supervise students during playtime or recess activities.
3. Supervise bus line during morning arrival times.
4. Assist classroom teachers.
5. Assist reading teachers.
6. Maintain confidentiality as per mandated data privacy laws.
7. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.