

TITLE: General Supervision Paraprofessional

QUALIFICATIONS:

1. Ability to work with high school students in a positive manner.
2. Demonstrated aptitude for the work performed.
3. Minimum of high school diploma or equivalent.
4. Able to lift 50 pounds.
5. Knowledge of office and communication equipment, including experience with Microsoft Office Products.

REPORTS TO: High School Principal and Assistant Principal

JOB GOAL: To maintain a safe and positive school environment, to promote consistent classroom participation and to encourage good citizenship.

JOB RESPONSIBILITIES:

1. Monitor appropriate areas within and outside of the building to ensure student safety.
2. Supervise structured study, study halls and computer labs as needed.
3. Assist administrative staff as necessary, including attendance and secretarial.
4. Encourage positive student interaction and adherence to school policy.
5. Be prepared to neutralize potentially unsafe, non-sanctioned student activity.
6. Be familiar with building layout and prepared to assist students and staff in emergency situations.
7. Maintain confidentiality as per mandated data privacy laws.
8. Any other student supervision tasks as directed by the Principal or Assistant Principal.

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.