

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Responsibility Center Paraprofessional	Department: Building
Reports to: Administrative Dean Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-1	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 5	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Supervise and monitor student behavior in the structured study center and other areas as determined by the building administration. Provide office support as needed.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Student Supervision</i>
Percent of Time:	75%	

Tasks involved in fulfilling above duty/responsibility:

- Monitors student behavior while in the Responsibility Center as assigned by administration
- Monitors students assigned lunch, before and/or after-detention by administration
- Monitors students in hallway
- Assists students in writing behavior improvement plans
- Requests and collects assignments for students assigned to the responsibility center and out of school detention
- Assists with the implementation and operation of the PRIDE/PBIS program
- Assists with Parking Lot tag enforcement (checking for tags, filling out tickets and logging them into the computer system)
- Assists with lunchroom supervision
- Assists with bussing duty and afterschool parking lot supervision
- Supports with lunch detention follow-up and assignment of additional consequences
- Provides assistance to teachers in regular classroom and/or school supervision when there are no students in the Responsibility Center

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Office Support Function</i>
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Maintains log of center utilization

- Processes mailings of behavior related forms
- Contacts parents and/or administrative team about students when necessary
- Maintains student behavior files
- Compiles reports on use of Structured Study Center and student behavior
- Maintains data bases related to student achievement and behavior as needed
- Receives students in the student services area and assist administrative team as needed
- Assists in organization of state testing

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Personal dependability
- Regular attendance
- Strong communication skills including ability to build positive relationships with students
- Conflict resolution strategies
- Knowledge of and demonstrate ability to work with adolescents
- Personal patience and ability to remain calm in the face of conflict
- Attention to detail
- Timely and accurate processing of information
- Ability to maintain confidentiality
- Knowledge and ability to use email
- Knowledge and ability to use Word and Excel
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- None

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with secondary students

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne	O

Walking	C	Up to 25 pounds	O	pathogens through blood and/or body fluids	
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	O
				Sight	
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing temperature	O			Looking at computer monitor	O
Traveling by automobile	N			Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.